

Job description

Role:	Programme Officer (PO) People of the Commonwealth (POC)
Reports to:	Senior Programme Manager (SPM), People of the Commonwealth

The People of the Commonwealth (POC) is the Foundation's outreach and advocacy programme. POC aims to bring Commonwealth citizens and their views into the centre of discussion and decision-making about critical issues that affect the lives of individuals and communities. The programme uses multiple platforms including the [Critical Conversations](#) series, the Commonwealth People's Forum, and engagement in Commonwealth diplomatic, policy and other intergovernmental spaces to contribute to the Foundation's [vision and mission](#).

Summary description

The Programme Officer (POC) will be part of a two-person team, working under the direction of the SPM to deliver the People of the Commonwealth programme to the highest possible standard. The PO will be responsible for specific assigned areas of work, which may include (but not be limited to), [Critical Conversations](#); Commonwealth People's Forum; convening Roundtable discussions; preparing information / outreach sessions aimed at Member States; facilitating civil society engagement in Commonwealth and other policy spaces; and nurturing our civil society community through various digital platforms.

As People of the Commonwealth is a new programme for the Foundation, the SPO will be directly involved in refining existing systems, processes and approaches, and shaping new ones to make sure the Programme delivers its contribution to the Foundation's vision and mission. Outside of the POC Programme, the PO will be involved in other areas of the Foundation's work relevant to her or his experience and expertise and organisational requirements.

KEY RESPONSIBILITIES

Working with the SPO and under the guidance of the SPM, the PO will support delivery of the workplan for POC including planning processes,

budget monitoring, monitoring evaluation and learning (MEL) and overall quality control.

Specific responsibilities include:

- Support event delivery, engagements and meetings in close collaboration with the Communications team that provide a platform for civil society to engage and influence Commonwealth institutions and Member States
- Assist in the development of cross-programme advocacy strategies, in collaboration with the three other Foundation programmes, around the Foundation's thematic focus areas
- Develop a good understanding of policies, strategies and ongoing debates and discussions around the Foundation's thematic focus areas through ongoing research
- Maintain relationships with key external stakeholders and assist in building strong working relationships with partners and other Commonwealth organisations aligned with the Foundation's values and mission
- Ensure that the Foundation's cross-cutting priorities – most especially gender equality and small and vulnerable states – are appropriately integrated into all aspects of programme work and procedures including MEL systems and reporting.

Perform any other reasonable duties and tasks as requested by the Foundation.

THE INDIVIDUAL

The PO (POC) will possess all of the competencies set out in the attached annex under the 'officers' column.

The PO (POC) will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

In relation to position-specific skills, the PO (POC) will have:

- Experience in project and/or programme and/or event management gained within a comparable field (development, economic / social / political advocacy) and a comparable operating environment (international non-governmental or intergovernmental);
- Experience of advocacy campaigns;
- Knowledge of using online platforms to run events;
- Skills in policy analysis and advocacy planning;
- Experience in monitoring and evaluation;
- Excellent communication skills for a diverse range of audiences.

The PO will also possess:

- Appropriate tertiary qualifications or additional experience in lieu of such qualifications;
- A practical, solutions-based mindset.
- A strong appreciation of diplomacy and its operation in the context of the work of the Foundation.