

## Job description

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**Role:** **Senior Programme Officer (SPO)**  
**People of the Commonwealth (POC)**

**Reports to:** **Senior Programme Manager (SPM), People of the Commonwealth**

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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 Senior 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 SPO will take the lead in relation to 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.

Working closely with colleagues in other programmes – and establishing and maintaining productive working relations with external partners and stakeholders will be a key part of the SPO's work. Outside of the POC Programme, the SPO 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 PO and under the guidance of the SPM, the SPO will deliver the workplan for POC including planning processes, budget monitoring, monitoring evaluation and learning (MEL) and overall quality control.

Specific responsibilities include:

- Design, lead and deliver events, 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
- Work closely with the three other Foundation programmes, to develop cross-programme advocacy strategies 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
- Identify influencing opportunities to strengthen and sustain our advocacy strategies
- Develop and maintain relationships with key external stakeholders and build strong working relationships with partners and other Commonwealth organisations aligned with the Foundation's values and mission
- Ensure that Foundation 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 SPO (POC) will possess all of the competencies set out in the attached annex under the 'officers' column.

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

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

- Extensive 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 running advocacy campaigns or programmes; preferably using online platforms to manage and run events;
- Strong skills in policy analysis and advocacy planning;
- Experience engaging / building relationships with high-level advocates, practitioners and policymakers to influence policy change;
- Experience in monitoring and evaluation
- Excellent communication skills – particularly in pitch, negotiation and persuasion and presentation for a diverse range of audiences.

The SPO 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.