



JOB DESCRIPTION

SENIOR PROGRAMME OFFICER (SPO) COMMONWEALTH CIVIL SOCIETY (CCS)

1. TEAM DESCRIPTION

The Commonwealth Civil Society (CCS) programme works to contribute to vibrant and free civil societies across the Commonwealth by enabling citizens to constructively engage in core aspects of their governance - in pursuit of the values and principles of the [Commonwealth Charter](#).

The programme combines flexible grant-making with capacity development approaches, applying both rigour and flexibility to widen access, especially for civil society groups in small and vulnerable States.

The programme has two streams:

CCS Grants continues the current competitive open call, offering grants to civil society organisations (CSOs) for projects that seek to advance Commonwealth ideals and principles within the broad framework of 'participatory governance'. CSOs will be supported to advance their organisational advocacy priorities and constructively engage in multi-layered policy processes.

CCS Capacity Development works to strengthen civil society organisations in small and vulnerable Commonwealth States and their capacity to influence policy processes through a combination of grant-making and tailored assistance.

2. ROLE SUMMARY

The Senior Programme Officer (SPO) will have responsibilities on both CCS programme streams alongside duties to manage legacy grants. Working under the supervision of the Senior Programme Manager (SPM), the SPO will be involved in refining existing systems and processes and shaping new ones to ensure the programme contributes to the Foundation's vision and mission. Establishing and maintaining strong working relations with partners, and with collaborating individuals and organisations, will be a key part of the role.

The SPO will be involved in other areas of the Foundation's work relevant to their experience and expertise and organisational requirements.

3. KEY RESPONSIBILITIES

Programme, grant and activity management

- Participate in the grants review to ensure selected grants are responsible, professional, financially sound, participatory, sensitive to local needs, culture and politics and in accordance with Foundation policies and procedures
- Work with the team to ensure the grants committee meetings (held twice a year) run efficiently
- Manage a portfolio of grant projects and other specific elements of the CCS portfolio, supporting the SPM and other programme officers as required
- Contribute to all CCS planning processes, including annual planning
- Prepare and write progress and annual reports, annual workplans, project reports and other documents
- Assume responsibility for delegated elements of the programme budget: monitoring budget allocation and expenditure
- Build cooperative relationships with grant partners and other key external partners to support them and advance the objectives of the programme
- Ensure that Foundation cross-cutting priorities – most especially gender and inclusion – are integrated into all programme work and procedures, including MEL systems and reporting
- Contribute to the design, development and running of workshops/webinars for partners and colleagues
- Represent the Foundation at meetings, functions, and events, some of which may occur outside normal office hours and may involve travel.

Internal collaboration and cooperation

- Contribute to the Foundation's monitoring, evaluation, and learning (MEL) in compliance with the organisation-wide approach and in close collaboration with the Senior Programme Officer, MEL
- Identify opportunities to collaborate with the other programmes to maximise efforts towards the Foundation's vision and mission.

Whole-of-Foundation support

- Contribute to whole-of-Foundation initiatives as requested
- Actively and creatively contribute to strategic and long-range planning
- Perform any other reasonable duties and tasks as requested by the Foundation

4. WHAT YOU HAVE

The SPO (CCS) will possess all of the competencies set out in the attached [Competency Bank](#) under the 'officers' column and will also demonstrate an understanding of, and commitment to the Foundation's [vision, mission and values](#).

The SPO (CCS) is further expected to demonstrate:

- Extensive experience in project / programme / grants portfolio management gained within a comparable field (grant-making, civil society capacity development) and a comparable operating environment (international non-governmental or intergovernmental)
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications
- Excellent communication skills – particularly in pitch, negotiation and persuasion and presentation
- Capacity to think and plan strategically
- A practical, solutions-based mindset
- Solid knowledge of international development
- An appreciation of diplomacy and its operation in the context of the work of the Foundation