



## Intern, Participatory Governance Gender

### Key tasks:

- Support the programme team working closely with key partners to deliver civil society forums that strengthen the interaction with representatives of national, regional and global governance bodies
- To work on administrative preparations for civil society participation in three key Ministerial meetings: the Commonwealth Women Affairs Ministerial Meeting in Samoa, the CARICOM Council for Trade and Economic Development meeting in Guyana and the Commonwealth Health Ministers meeting in Switzerland
- To work closely with the Senior Programme Officers responsible for key projects and to support the delivery of key outputs as stipulated in the Foundation's Annual Work Plan
- Be familiarised with recent and important publications and discussions on the Sustainable Development Goals (SDGs) agenda particularly, on education, gender equality and health and share the information periodically with the staff team
- Work closely with the team to research key issues related to youth and development, women's leadership for enterprise (and other topical issues as requested) and support the related development of the agendas for key Partners Forums
- Coordinate (both internally and externally) the participation of civil society stakeholders in key Partners' Forums working closely with various civil society groups in the respective regions
- Take responsibility for gathering and compiling key good practice case studies on participatory governance that can be shared at key forums held in the wings of Commonwealth Ministerial and other meetings
- Work closely with colleagues with responsibility for Knowledge Management and Communications, prepare content for the website on the various Governance projects and tweet key information as needed
- Support the monitoring of key programme indicators and participate in reviewing project progress reports against set targets in the Performance Framework
- Research/compile up to date mailing lists/contacts of key regional civil society organisations within the Commonwealth and globally
- Research and prepare regular series of briefs and background papers for internal use within the Commonwealth Foundation (as and when required).
- Provide logistical support and coordination work for a variety of projects (as needed)
- Be familiar with the Commonwealth Foundations Engagement Strategy (refer to [www.commonwealthfoundation.com/commonwealth-foundations-civil-society-engagement-strategy](http://www.commonwealthfoundation.com/commonwealth-foundations-civil-society-engagement-strategy)).



# Commonwealth Foundation

## **General:**

- To contribute to the planning, monitoring and evaluation and reporting cycle of the Foundation which includes identifying outcomes, outputs and indicators related to projects and initiatives of the Foundation
- To contribute to the documentation and sharing of lessons learned and incorporation in project reports, publications and appropriate presentation materials
- To promote the values and aims of the Commonwealth
- To support colleagues in delivering the Foundation's objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post
- To represent the Foundation at meetings, functions and events, some of which may occur outside normal office hours and may involve long-distance travel
- To perform any other reasonable duties and tasks as requested by the Foundation
- To ensure that financial resources are used efficiently and effectively.

## **Key expected outputs include:**

- Key meetings/forums delivered
- Key briefs for key Commonwealth Foundation projects, case studies, stories for the website and progress reports
- Effective dissemination plans for various project materials.