



Senior Programme Advisor - Violence against children portfolio

Location:	Flexible, home based, in either New Zealand, Australia, Malaysia, UK, India, Kenya or South Africa ¹
Contract type:	Permanent
Working hours:	Full time ²
Grade:	B
Reporting to:	Director of Alliance Programme (based in India)
Responsible for:	Programme Officer (based in the UK)

Job Purpose:

This Senior Programme Advisor role contributes to the effective delivery of the Alliance Programme in line with the overall mission of Family for Every Child (Family), the new Theory of Change and the five year strategy, specifically forwarding the work related to the prevention of violence against children.

This role works alongside Family's members (national civil society organisations - CSOs) and the wider Secretariat, to deliver programmatic priorities, accompanying and supporting key processes and joint actions; actively collaborating and engaging with the members in the development of thematic programming and joint actions, contributing to drafting concept notes, project applications and effectively leading on the management of the same.

The portfolio of violence against children has two core priorities - prevention of sexual violence and domestic violence affecting children. These are likely to emerge or expand to include other forms of violence depending on the priority and relevance for the Alliance Programme over the strategic period and/or beyond.

This role leads on the participatory approach of the Alliance Programme, which is a cross cutting theme across all the programmes of the Alliance, including strengthening the strategic implementation of participatory approach as a key element for delivering our impact and overall strategy; coordinating and supporting the Lived Experience Platform³ with the participatory engagement of the Alliance members and other CSOs outside the Alliance; and contributing to the development of ideas and initiatives leading to collaboration, practice exchange and advocacy.

This role also provides advisory support for all projects, collaborative work, research or joint actions related to participation of children and people with lived experience and leads in developing a strategic direction of participation with meaningful engagement of members (within and outside the Alliance) and based on the lessons learnt from the different pieces of participation project.

¹ The post holder will be employed directly by Family For Every Child (or Family for Every Child Trust New Zealand) or through an Employer of Record (EOR) arrangement and must therefore ensure that they have the legal right to work within the country they are based. Family For Every Child does not support applications for working visas and requires proof of entitlement to work - visa and/or passport - in order to ensure compliance with local legislation. Should the tax and or employment legislation within the country you are based prohibit Family For Every Child from employing you either directly or indirectly (through EOR) then we reserve the right to withdraw an offer of employment.

² There is an expectation that regardless of time zone the job holder will need to work flexibly to support work with colleagues in different time zones including occasional work outside normal working hours.

³ Family, is committed to promoting better and more participatory decision making about children's care. The Lived Experience Platform is a dedicated space on our [Changemakers for Children](#) aimed at bringing the voices of those with lived experience to the forefront of care reform and the plan is to roll out in phases. The Platform is designed to create a collaborative and safe space for care-experienced people to connect and access support to become self-advocates.



Scope and Limits of Authority:

The post holder is expected to organise their own day-to-day activities according to the overall priorities and timescales set, and to exercise sound judgement in many critical decision-making areas.

- Preparing budgets and reporting on expenditure, specifically relating to work streams of Preventing Violence Against Children, Lived Experience Platform and other participation related activities
- Purchase delegation of £10,000; invoice approval delegation of £15,000
- Delegation to sign grant agreements up to £5,000
- Line management responsibility of 1 member of staff based in the UK
- Contracting and managing consultants and interpreters

Key Responsibilities:

Provision of technical support & thematic oversight

- Applying expertise in the areas of safeguarding, child protection, violence against children (including the current themes of the Alliance on sexual violence and domestic violence affecting children) and child participation to:
 - further contribute to practice and policy strengthening;
 - support Alliance members and Secretariat colleagues on ideas creation, concept development and project development, implementation, evaluation and learning;
 - contribute to the formulation and delivery of the Alliance strategy.
- Providing a strategic oversight of the specific expert thematic portfolio(s), to further develop and accompany Alliance members' work and identify opportunities for joint actions (projects, advocacy, research, campaigns)

Project identification, development and management

- Working with Alliance members through existing and new processes and forums (e.g. working groups) to develop ideas for collaboration and joint initiatives
- Supporting Alliance members to develop concept notes for funding proposals for joint actions
- Supporting and/or managing joint member or inter-agency projects aligned with Family's thematic focus, strategic partnerships, advocacy and research projects
- Supporting Alliance members in all aspects of the project cycle, with particular emphasis on effective planning, monitoring, evaluation and learning
- Supporting grant management, reporting to and liaison with donors, and coordinating the inputs of Alliance members
- Supporting the identification of suitable funders, and supporting the Fundraising & Communications team with the preparation of relevant funding and project proposals, reports, presentations, campaigns and attendance at donor-facing events, facilitating Alliance member input
- Working with Alliance members and external consultants to develop research, policy and advocacy initiatives or papers and presentations
- Undertaking regular external scans of the sector and feeding into Alliance member and Secretariat information and opportunities



Effective delivery of the Alliance Programme

- Being proactive in identifying and contributing to cross-organisational initiatives and effective coordination across the Secretariat and the wider Alliance membership to ensure effective and efficient delivery of the strategy and support provided to the Alliance members
- Responding to requests from members for technical information, signposting where necessary, undertaking desk research, mapping and scoping activities to move initiatives forward
- Providing specialist input and advice on the overall Alliance activities programme (including the member's Forum, webinars, communities of practice, and face to face learning and practice exchange)
- Facilitating and moderating workshops, working groups, communities of practice and exchanges (online and face to face)
- Contributing to the drafting and editing of policy statements, key messages and technical material for both online and paper communications
- Contributing to cross-team work as needed, taking forward the development of our approach and support to Alliance members' safeguarding; flagging areas of risk and supporting key aspects of the Alliance Member Journey (scoping, orientation, member engagement reviews and evaluations, transitions, etc)

Representation and external relations

- Identifying opportunities for Alliance members to represent Family (and support preparation/briefings for their participation), and responding to members' requests to take on a representation opportunity
- Acting as a critical friend to Alliance members to ensure they are strategic in their selection and engagement with external opportunities
- Encouraging Alliance members to build strategic partnerships and collaborations, particularly with other CSOs, in order to increase civil society space to achieve wider change
- Developing strategic and influencing relationships with key external actors, to position Family as a key global player in relevant thematic areas
- Participating in technical inter-agency groups, forums or events

Operational and financial management

- Providing relevant input to financial and operational management (e.g. estimating costs, duration or resource requirements of certain activities, when planning)
- Contributing to the rolling budget process, ensuring that actual spend and re-forecasted expenditure is accurately reported
- Preparing financial reports for donors (together with members and consultants / partners, as applicable), working closely with relevant colleagues
- Developing project budgets in line with project concepts, in consultation with members (and consultants / partners, as applicable)
- Selecting and managing consultants as required



Cross team and cross Secretariat responsibilities:

- Participating actively and contributing to the Leadership Plus team, supporting the Leadership Team in collective leadership of the Secretariat
- Building, maintaining and developing relationships with colleagues across all teams in the Secretariat, contributing to the delivery of the Alliance mission and Family for Every Child's strategy
- Contributing to cross-team work as needed and cross Secretariat project teams
- Establishing and maintaining efficient administration systems, including digital filing
- Undertaking any other reasonable duties or projects as required to support the work of the Secretariat

People Management

- Remotely managing, supporting and developing the Programme Officer to ensure they fulfil their role to the best of their ability and in accordance with Family's policies and procedures with an emphasis on effective performance management and supporting their learning and development
- Modelling a facilitative management style and encouraging agility, flexibility and a 'can do' mentality within the Secretariat; celebrating achievements and supporting line reports to thrive in a remote working environment

The Key Responsibilities above set out the priorities for this role which will shift and develop to respond to the evolving nature of Family for Every Child.

Family for Every Child is evolving and with an ever increasing membership the role of the Secretariat has to adapt and respond to the changing needs of the members and its strategy. This has an impact on each and every role within the Secretariat, therefore flexibility is key and the ability to respond to change, shift responsibilities and work collaboratively underlies the approach all staff need to take.



Person Specification & Behaviours:

Education, qualifications, knowledge and experience

Essential

- Educated to UK Degree level (international Level 6) or equivalent qualification ideally in international development, social work, psychology, sociology, childhood, gender studies or a related subject
- A strong understanding of the international development sector, and knowledge of key issues in child protection and child care in different regions
- Strong understanding and experience of working in the context of violence against children in relation to child protection, child development and related subjects
- Understanding of the role and potential of networks and coalitions, including the work and strengths of national CSOs and INGOs, practitioners and policy makers, to bring about social transformation through learning exchange
- Knowledge of research methods and online learning and consultation tools
- Experience of managing multiple processes and diverse workstreams
- Knowledge of good practice in research and advocacy work with vulnerable groups to achieve impact, particularly at a national level and how this can be used effectively for long term change
- Understanding of methodologies for sensitive and responsible child participation in research and advocacy
- Experience of coordinating learning projects, including desk research, and qualitative research involving children, families and communities
- Experience of developing concept notes and funding proposals for a range of donors
- Project management experience: preparing and updating work plans, developing, monitoring and revising project budgets, reporting to management and donor(s)
- Experience of inputting into monitoring, evaluation, accountability and learning (MEAL) processes and systems

Desirable

- Relevant postgraduate qualification
- Comprehensive experience of advocacy work
- Experience of helping facilitate participation within a member-led network or alliance, preferably of CSOs
- Experience of running an online platform and updating content management systems
- Strong knowledge of global care and protection issues and emerging trends and knowledge in regards to these areas
- Experience of working within a network organisation
- Experience of working with Google Apps
- Experience of working remotely or with remote-working colleagues and of working as part of an international team

Skills and personal attributes

Role specific skills



- Ability to work across different actors, cultural contexts, technical areas and bridge silos within the organisation and the wider Alliance
- Strong demonstrable skill in working with external partners and bringing several stakeholders together for a common goal
- Ideally the post holder will be bilingual in English plus one of Spanish, Portuguese, Russian, Arabic or French (see below)
- Ability to work independently and across multiple portfolios and subject areas at the same time
- Respectful, empathetic and supportive approach to work with national civil society organisations, which seeks to identify and build on strengths, and acknowledges the challenges such agencies face in their day to day work
- A high level of skill in building and maintaining clear communication and effective working relationships across borders, time zones, organisational boundaries, cultures and languages.

The following skills and personal attributes are expected of all staff

- **Flexible and adaptable; willing to contribute to other streams of work and across teams**
- Highly skilled communicator, in different formats, and capable of respectfully working across diverse languages and cultures (using translation and interpretation support as relevant)
- Flexibility to work outside typical working hours and across time zones, especially in relation to line management responsibilities and to support cross team working
- Highly organised and self-motivated, able to manage and deliver on multiple concurrent tasks
- Competent IT proficiency across a range of packages, able to learn quickly and troubleshoot problems independently
- Ability to use initiative and work without close supervision, working both as part of a team and as an individual
- Excellent command of English (oral and written) is a must, but working knowledge of Spanish, Portuguese, or French is appreciated to broaden the range of language skills within the Secretariat

This role requires travel

- TBC but willing to travel internationally when needed - as much as four-six weeks (40+ days) per year including team/Secretariat meetings