



Member Scoping Officer

Location:	Flexible, home based ¹
Contract type:	Permanent
Working hours:	Full time
Grade:	C
Reporting to:	Membership & Networking Manager
Responsible for:	N/A

Job Purpose:

To support the delivery of the Membership Development Plan, with particular focus on assisting all aspects of the member scoping process (research, visits, reporting) and elements of the “member journey” as appropriate.

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.

- Purchase delegation of £1,000; invoice approval delegation of £2,000

Key Responsibilities:

Scoping

- Supporting delivery of the Membership Development Plan, and coordinating the member scoping and recruitment process
- Gathering and summarising information on countries and relevant CSOs in order to support the reporting on the selection of countries for scoping and potential members
- Ensuring the smooth planning, coordination and delivery of country scoping trips, including research on potential CSOs to be visited, drafting of research reports, contacting them, securing their agreement to be visited and arranging the visit
- Accompanying and supporting managers on scoping visits on an as needs basis
- Supporting the logistics aspects of scoping visits, working with the Alliance Assistant and in line with our Travel Policy, consulting specialist sources for security advice, assessing the security situation in countries before scoping visits and offering advice to those going on the trips
- Sourcing and assisting with the management of translators and interpreters for scoping, and research consultants, when required

¹ The post holder will be employed by Family For Every Child and must therefore ensure that they have the legal right to work within the county they are based. Family For Every Child does not support applications for working visas. We require proof of entitlement - visa and/or passport - and we will need a signed declaration for tax and social security purposes in order to ensure we comply with local legislation. Should the tax and or employment legislation within the country you are based prohibit Family For Every Child from employing you directly then we reserve the right to withdraw an offer of employment.



Other stages of the Member Journey

- Ensuring a smooth handover of information and processes, as members are accompanied through the Member Journey
- Supporting all aspects of the member journey, from orientation, through the relevant reviews, evaluations and transitions
- Support due diligence and safeguarding processes, audits and reviews

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. 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, with strong research elements
- Experience of working within a varied support role, prioritising workload to manage multiple tasks simultaneously
- Experience of desk based research and report writing
- An understanding of the international development sector, and knowledge of key issues in child protection and child care, in different regions

Desirable

- Experience of working with local civil society organisations
- 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
- 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.
- Strong level of analytical ability

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
- Bringing a results focused, open and collaborative way of working to all you do to include agility, flexibility and a 'can do' mentality, supporting colleagues to thrive in a remote working environment.
- Highly skilled communicator, in different formats, and capable of working across languages and cultures (using translation and interpretation support as relevant)
- Flexibility to work outside typical working hours and across time zones, including where needed the possibility to work up to two hours per day between 9am and 12.30pm UK time
- 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, Russian, Arabic or French is appreciated to broaden the range of language skills within the Secretariat

This role requires travel

- Willing to travel internationally when needed - as much as three-four weeks (up to 30 days) per year including team/Secretariat meetings
- Ideally located within easy travelling distance to an international hub airport