



Programme Officer

Location:	Flexible, home based ¹
Contract type:	Permanent
Working hours:	Full time
Grade:	C
Reporting to:	Senior Programme Advisor
Responsible for:	N/A

Job Purpose:

To support Family for Every Child's capacity to engage in high quality and effective research and advocacy initiatives, while supporting all aspects of the programmatic work of the Secretariat.

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:

Research and advocacy-related support

- Carrying out desk-based work for policy, advocacy and research initiatives
- Coordinating and collating inputs to research reports and advocacy strategies/plans, and analysing research and advocacy-related findings
- Preparing presentations and abstracts for research and advocacy-related conferences or forums, supporting speakers or participants with preparation
- Providing support to members to carry out research (generally participatory or qualitative) and advocacy planning, through signposting members to relevant guidance or accompanying them through processes
- Supporting the delivery of ethical protocols for research and submission and storage of associated tools.

Programme and project support

- Contributing to the development of donor concept notes and proposals, undertaking desk based research where needed to inform situational analysis

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.



- Acting as a point of liaison with the Membership & Networking team to brief them on new projects, and providing updates on delivery of existing projects.
- Providing administrative support to processes across the team including support with data collection for monitoring and evaluation purposes
- Supporting members' working groups and their moderators, in the delivery of their plans and actions
- Coordinating the tendering and contracting process for external agencies and consultants delivering research services
- Reviewing applications from members to attend external events and conferences, liaising with the Alliance Assistant to ensure appropriate logistical support is provided
- Undertaking any other reasonable duties or projects as required to support the work of the team

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, social work, psychology, sociology, childhood, gender studies or a related subject
- Experience of supporting research and/or advocacy projects ideally within an international setting
- Experience of working within a varied administrative role, prioritising workload to manage multiple tasks simultaneously

Desirable

- Knowledge of research methods and online learning and consultation tools
- Experience of engaging professionally with researchers from universities and research organisations
- An understanding of the international development sector, and knowledge of key issues in child protection and child care, in different regions
- 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

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

- Infrequent travel - limited to one-two weeks per year for team/Secretariat meetings (maybe international depending on home location)