

# Job Description



Job Title:	FoPA Programme Officer		
Cluster:	Innovation for Change		
Grade:	\$36 000 - \$39 000 per annum	Contract Type:	12-month fixed term
Location:	Remote, with preferences for CIVICUS Hubs (essential to already have the right to work from a hub or remotely)		
Reports to:	Innovation for Change Lead		
Direct Reports:	N/A		
Job Role			
Role Overview:	The Programme Officer is responsible for supporting CIVICUS in the development and delivery of a Freedom of Peaceful Assembly Global Resource Hub that aims to facilitate mutual learning and sharing among regional partners and connect regional partners with other relevant actors who can enhance their work. The role will coordinate the implementation of a one-year pilot initiative which we will co-create with a cohort of six regional platforms the Global Resource Hub offers, and test our collective assumptions about what would be most useful in protecting and promoting the right to Freedom of Peaceful Assembly.		
	Key Activities		
Community Engagement	<ul style="list-style-type: none"><li>- Help maintain and build relationships with the 6 regional partners</li><li>- Build engagement spaces to enhance partnerships among partners, human rights defenders and social movements</li><li>- Support testing of dynamic and innovative community engagement tools and approaches that facilitate solidarity actions</li><li>- Identify opportunities and facilitate community initiatives and exchange</li><li>- Ensure partner engagement in the co-creation of Global Resource Hub offerings, and introduce responsive feedback mechanisms that support constituent accountability</li></ul>		
Administrative and Project Management support	<ul style="list-style-type: none"><li>- Lead day to day tasks including those related to organising and documenting meetings, and information management</li><li>- Implement and track activities and budget according to agreed work plan, and assess progress and ensure delivery</li><li>- Support progress tracking and learning related to FoPA programmes</li><li>- Support programme and activity reports, overviews, briefs, communication materials, etc.</li><li>- Procure services and manage vendors, including contract preparation on scopes of work, agreements, etc.</li></ul>		

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Knowledge and Learning Sharing	<ul style="list-style-type: none"> <li>- Help facilitate mutual learning and sharing among the regional partners and connect regional partners with other relevant actors who can enhance their work within CIVICUS and its alliance</li> <li>- Support coordination and connections between the pilot and FoPA programming at CIVICUS, including the development and implementation of a shared learning agenda</li> <li>- Support data collection (including constituent feedback mechanisms) and ensure quarterly data updates related to the FoPA are captured in the CIVICUS online M&amp;E platform</li> <li>- Develop communication materials and organise learning events for effective knowledge sharing within the CIVICUS secretariat and the broader alliance</li> </ul>
Other	<ul style="list-style-type: none"> <li>- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</li> <li>- All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS</li> </ul>
<b>Person Specification</b>	
Education, Language & Qualifications	<ul style="list-style-type: none"> <li>- Postgraduate degree in a Development Studies, Social Sciences, International Relations or other related field, or equivalent work experience</li> <li>- Working proficiency in English and Arabic, French or Spanish</li> </ul>
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>- 2-3 years' experience working with advocacy or human rights based organisations or groups in the non-profit sector; at least 2 years' experience in project and community management and engagement</li> <li>- Familiarity with co-creation methodologies and constituent accountability practices</li> <li>- Experience with facilitation and engaging multi-cultural partners</li> <li>- Excellent verbal and written communication skills in English</li> <li>- Excellent computer software skills, including experience with MS Office, Google apps and web-based research and communication and design tools</li> <li>- Excellent interpersonal skills, and previous experience working in multicultural teams</li> <li>- Strong organizational skills and attention to details</li> <li>- Commitment to CIVICUS' vision, mission, values and ways of working.</li> </ul>
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>- Learning and M&amp;E knowledge, ideally in the non-profit sector</li> <li>- Experience with social or peaceful protest movements or groups</li> </ul>