

Job Description



Job Title:	Programme Coordinator- Freedom of Peaceful Assembly (FoPA)		
Cluster:	Advocacy and Solidarity Action		
Salary:	USD 46614 per annum excluding benefit	Contract Type:	12 Months Fixed (with possibilities of renewal)
Location:	Remote, with international travel required. The candidate must have the right to work in their location.		
Reports to:	Chief Officer, Advocacy and Solidarity Action		
Direct Reports:	Program officers, assistants and other technical		
Job Role			
Role Overview:	<p>The FoPA Program Coordinator is a vital role responsible for coordinating and implementing the CIVICUS FoPA workstream together with programmatic leads, a cross-organisation.. The Program Coordinator allocates resources, contributes to setting priorities, and establishing timelines for activities. This includes coordinating team members, monitoring progress, and liaising with partners, including donors. They collect and analyze data related to FoPA around the world to ensure the initiative stays on track and achieves its objectives. They contribute towards community-building through regular communications and convenings. The coordinator is responsible for ensuring that all the learnings from FoPA projects and efforts are effectively shared in the learning and knowledge management systems of the organisation. The role includes supporting resource mobilisation through proposal and concept note writing.</p>		
Areas of Responsibilities	Key Activities		
FoPA Strategy Design and Implementation	<ul style="list-style-type: none"> • Coordinate the co-design, review, and implementation of the CIVICUS FoPA workstream strategy to ensure that it is aligned with the overall CIVICUS Strategy. • Manage various FoPA activities with different clusters. 		
Collaborations	<ul style="list-style-type: none"> • Identify and facilitate strategic learning and collaboration of various FoPA initiatives within CIVICUS and the broader FoPA Ecosystem. • Coordinate stakeholder engagement, including identifying, recruiting, onboarding, connecting, and supporting partners to realise collective action on FoPA. • Sustain, develop, and manage strong partnerships with peer organisations and funders to maintain CIVICUS FoPA convening role and influence increased innovation on finding preventative and responsive solutions to FoPA violations. • Lead efforts to reach out and create alliances with new FoPA actors, such as the academia and private sector. • Represent CIVICUS at events. 		

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Cross-organisational Coordination	<ul style="list-style-type: none"> • Lead internal CIVICUS coordination to deliver the workplan in line with the CIVICUS strategic goals, including the cross-team planning, development and implementation of the workplan. • Organize learning events for effective programmatic knowledge sharing within the CIVICUS secretariat and the broader alliance
Grant management and reporting	<ul style="list-style-type: none"> • Work together with relevant finance, operations, partnerships & resource mobilization teams to: • Develop regular narrative and financial progress reports for internal and external stakeholders, ensuring alignment with the programme's communication strategy and target. This entails putting in place systems and processes to ensure compliant, timely and accurate financial and progress reporting. • Identify, mitigate, and communicate about risks around external stakeholders' engagement, strategy/programme, people finance, operations, compliance and environment. • Ensure transparent, compliant and accountable management and oversight of funds awarded to CIVICUS. • Manage the implementation of activities and budgets according to agreed work plan, and assess progress and ensure delivery • Manage the procurement of services and manage vendors, including supervising contract preparation on scopes of work, agreements, etc.
Resource Mobilisation and Deployment	<ul style="list-style-type: none"> • Support fundraising initiatives for FoPA to ensure the sustenance of the FoPA community and the development on innovative solutions to FoPA violations. • Support the development and deployment of various tools to enhance the FoPA work.
Monitoring, Learning and Evaluation	<ul style="list-style-type: none"> • Record, assess and share the outcomes, impact and lessons learned from the FoPA activities and engagements. • Manage the piloting, monitoring, sharing and applying learning and collaboration model for FoPA.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Postgraduate degree in Development Studies, Social Sciences, International Relations or another related field, or equivalent work experience • A minimum of 4 years' experience in a similar role. • Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Demonstrable experience of project management is essential. • Strong analytical, strategic thinking and planning skills • Demonstrated collaboration, coordination and partnership building abilities, both internally within an organisation and externally • Strong and effective communication skills • Demonstrated ability to work in a multicultural environment. • Experience in resourcing for civil society, particularly human rights and in leading capacity development programmes, events, workshops.

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	<ul style="list-style-type: none">• Ability to engage in social justice advocacy and demonstrate innovative practices
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Experience working in a network and/or membership-based organisation.• Experience in human rights work.• Experience of distance management, including providing support and training from a distance• Experience in supporting at least one social movement.