

# Job Description



<b>Job Title:</b>	<b>Civil Society Resourcing Officer</b>		
<b>Cluster:</b>	Membership & Networks		
<b>Salary:</b>	\$36 000.00 - \$39 000.00 per annum	<b>Contract Type:</b>	12 months Fixed Term
<b>Location:</b>	Remote or CIVICUS hub – essential to have the right to work and live remotely or from a hub (Geneva/ Washington/RSA)		
<b>Reports to:</b>	Membership & Networks Lead		
<b>Direct Reports:</b>	n/a		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>One of CIVICUS' key thematic priorities is resourcing grassroots groups and movements. This role will work within the membership &amp; networks cluster, and in close collaboration with the team coordinating the 'Strengthening 21<sup>st</sup> Century Citizen Action' project. In particular, the role will coordinate and support CIVICUS' member-led, member-resourced "CIVICUS Solidarity Fund", from the functional level to collecting, collating and disseminating best practices (embedding collective analyses, reflections and learnings throughout the process), review of the Fund, and improvement to its processes and objectives.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Coordinate &amp; manage the Fund (45%)</b>	<ul style="list-style-type: none"> <li>• Act as the main focal point of the Fund Management Team (FMT) inside the CIVICUS Secretariat</li> <li>• Support the Membership Advisory Group (the decision-making body of the CSF), including logistical support to their periodic meetings</li> <li>• Work to align the CIVICUS Solidarity Fund with best practice participatory grant-making mechanisms from across the globe</li> <li>• Identify and foster synergies between the Solidarity Fund and other resourcing-related initiatives and analyses carried out by CIVICUS and its networks</li> </ul>		
<b>Membership &amp; Network engagement (35%)</b>	<ul style="list-style-type: none"> <li>• Develop &amp; execute clear communication to members and grantees through each stage of the CIVICUS Solidarity Fund (outreach, selection, management of grantees)</li> <li>• Where relevant facilitate additional solidarity &amp; support for grantee members- either through the Secretariat or broader alliance, e.g. capacity development initiatives, dissemination of stories through the communication cluster</li> <li>• Work closely with the Operations and Finance teams to ensure that funding agreements speak to the needs of our grantees</li> <li>• Engage members, and specifically grassroots groups, to determine key issues and opportunities for the solidarity fund, and convening grantees and others where appropriate</li> </ul>		

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<b>Impact Accountability, Learning and Knowledge generation (20%)</b>	<ul style="list-style-type: none"> <li>• Improve the CSF's internal ways of working, including M&amp;E, funding agreement processes and data collection/analysis</li> <li>• Maintain up-to-date information and knowledge of contexts, issues and trends facing grantees or applicant members, and work collaboratively to highlight the work of grantee partners</li> <li>• Support collective reflection and analyses and document learnings on the Fund's approach, good/bad practice and contributions to grantee partners</li> </ul>
<b>Other</b>	<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>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree or Diplomas in development studies, international relations, political science, economics or related field, or work experience in lieu of these qualifications</li> <li>• Fluency in verbal and written communication skills in English; additional language proficiency is highly desirable, in particular Spanish, French and/or Arabic</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to work, meaningfully engage and communicate with groups and stakeholders with diverse backgrounds and interests, including members and grassroots activists. Must be personable, approachable and responsive</li> <li>• Intermediate or above skill in MS Office (Word, Excel, Powerpoint), internet and virtual tools</li> <li>• Demonstrated ability to work in a multi-cultural environment, work under pressure and multi-tasking</li> <li>• Exposure and/or knowledge of participatory decision-making processes and practices</li> <li>• Excellent analytical and problem-solving skills, with demonstrated ability to develop creative solution with limited resources</li> <li>• Passion for global civic movements, empowering civil society and seeking innovative approaches to enhance people power and manifest global solidarity</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Fluency in another UN language/s</li> <li>• Experience or knowledge of membership-based organisations</li> <li>• Understanding of the power dynamics that shape grant-making relationships and the commitment required to building trust, two-way accountability and mutual respect</li> <li>• Understanding of the resourcing realities of smaller and less formal civil society groups, especially from historically marginalised communities in the global south</li> </ul>