



# A4ID INTERIM LEARNING & KNOWLEDGE OFFICER

## *JOB DESCRIPTION AND PERSON SPECIFICATION*

**Title:** Interim Learning & Knowledge Officer

**Responsible/Reports to:** Acting Learning & Development Manager

**Responsible for:** The Interim Learning & Knowledge Officer (ILKO) is responsible for the design and delivery of Knowledge Groups in partnership with A4ID's legal partners, manages A4ID's knowledge hub, and supports the Learning & Development Officer on an ad-hoc basis for the development of A4ID's 'thought leadership' and 'learning' activities, as well as for the delivery of ROLE UK's monitoring, evaluation and learning activities. The role must engage across the whole of A4ID to ensure collaborative working and work closely with many A4ID legal and development partners.

**Salary:** £28,000 FTE (£2,800 pro rata)

**Duration:** Six Months fixed term from 1<sup>st</sup> May to 25<sup>th</sup> October 2019

**Days:** One day per week, to be agreed.

### **Purpose of Role**

**Advocates for International Development** is the charity that empowers lawyers to use their skills to fight world poverty. Through our pro bono broker, legal education and thought leadership work we are helping the legal sector to meet its global corporate social responsibility to bring about sustainable development. Within A4ID, the **Rule of Law Expertise UK** (ROLE UK) Programme works to strengthen the rule of law in developing countries through supporting the provision and activities of pro bono legal and judicial expertise (<https://www.roleuk.org.uk>).

The ILKO will be in post on an interim basis to cover some aspects of the work previously undertaken by the Learning and Development Manager and the Learning and Development Officer while the Learning and Development Manager is on leave. This role is crucial for the organisation and will involve a variety of work involving several members of staff.

**Knowledge groups** are evening seminars, organised by A4ID in partnerships with some of the world's leading international law firms, in which the legal profession, development profession and academia come together to discuss how the law can be used to address specific development challenges (<http://www.a4id.org/learning/knowledge-groups/>).

**Knowledge Hub:** A4ID's role as a pro bono facilitator and training organisation provides a unique vantage point to assess and comment on the way law interacts with the international development agenda. A4ID would like to create a repository of research and policy work from stakeholders of the law and development field (e.g. international organisations, academia, think-tanks, NGOs etc), particularly in relation to the fast evolving areas of business and human rights, the nexus of law and sustainable development, and the strengthening of Rule of Law.



**Thought leadership:** A4ID partners with law firms, academic institutions and development organisations to conduct research and policy work. The main current project is a Legal Guide to the Sustainable Development Goals, which will be promoted through an online platform and a campaign of launching events.

**Learning activities:** A4ID runs training programmes, courses, workshops and seminars for lawyers and development organisations, including an annual Law and Development Training Programme and various workshops on legal technical assistance for the ROLE UK programme.

### Key Responsibilities

- **Knowledge groups:** the ILKO is responsible for the design and delivery of monthly knowledge groups, which includes:
  - Defining the programme of knowledge groups for 2019 and securing partnerships with A4ID's Legal Partners to deliver these;
  - Liaising with A4ID's Legal Partners to define the scope and contents of the events (selection of topics and panellists, methodology, etc.);
  - Promoting the knowledge groups to A4ID's stakeholders (legal and development partners) and the wider law and development community through social media and a newsletter;
  - Overseeing logistics of the events;
  - Monitoring and evaluating the knowledge groups to identify useful lessons learned and adapt the strategy accordingly;
  - Reporting on the events and drafting a post-event piece to be published on A4ID's website.
- **Knowledge Hub:** the ILKO is responsible for the creation and management of A4ID's knowledge hub; which includes:
  - Collecting relevant research and policy work on the nexus of law and sustainable development;
  - Organising these resources in a logical and accessible way;
  - In collaboration with the Communications team, defining and applying a dissemination strategy towards A4ID and ROLE UK stakeholders;
  - In collaboration with the Communications team, reviewing submissions for A4ID's blog (<http://www.a4id.org/thought-leadership/>), including reviewing legal content and editing for appropriate tone and level;
- **Thought Leadership:** the ILKO supports the Learning and Development Officer in order to:
  - Ensure completion of the legal guide to the sustainable development goals, as well as the promotion and launching of the guide and the related online platform;
  - Complete other policy or research project, as they arise.
- **Learning activities:** the ILKO assists the Learning and Development Officer on an ad-hoc basis with:
  - the design, delivery, monitoring and evaluation of other A4ID learning activities, such as the Law and Development Training Programme;
  - the design, delivery, monitoring and evaluation of ROLE UK programme's learning activities.
- To undertake other work as directed by the CEO.

### Skills and Experience

#### Essential:



- Experience organising training programmes or events.
- Experience managing partnerships, ideally with International NGOs and law firms.
- Knowledge of relevant legal issues related to international development.
- Experience operating in an international, multicultural environment.
- Demonstrated organisation skills.
- Flawless written and oral English communication and drafting skills.
- Experience using the Microsoft Office suite.
- Ability to work on own initiative with a positive, proactive attitude.
- Willingness to work on evenings or weekend days when necessary.
- Commitment to the UN Sustainable Development Goals.

**Desirable:**

- Experience practising as a lawyer.
- Experience of international development.
- Experience promoting events on social media.
- Knowledge of monitoring and evaluation tools.
- Experience of working with Salesforce.