ROLE UK PROGRAMME COORDINATOR

JOB DESCRIPTION & PERSONAL SPECIFICATION

OVERTVIEW
Title: ROLE UK Programme Coordinator
Responsible/Reports to: ROLE UK Programme Manager
Contract: Permanent
Hours: Full time, 35 hours per week.
Location: Based in central London.
Salary: £28,000

Advocates for International Development (A4ID) is a charity with a vision to see the law and lawyers play their full part in the global eradication of poverty. A4ID seeks to be an authoritative voice of the legal community, to inspire and enable lawyers to join the global fight against poverty, and to ensure that legal support is available for those engaged in that fight.

A4ID is currently working hard to make its vision and mission a reality through its innovative pro bono broker service and bespoke pro bono projects; its respected education and training programmes, its acclaimed thought leadership and policy work; its Rule of Law Expertise UK Programme; and its international project work.

ABOUT THE ROLE UK PROGRAMME
A4ID’s Rule of Law Expertise (ROLE UK) programme is funded by the Department for International Development (DFID) under the UK Government Overseas Development Assistance. In recognising the intrinsic link between improved rule of law and poverty reduction, the programme’s overall goal is to contribute towards poverty reduction, accountability and human rights through supporting rule of law interventions including, but not limited to, improving policies, laws, institutional capacities, procedures and practices within legal and judicial systems in developing countries.

The programme supports partnerships between the international development and legal pro bono sectors through the delivery of strategic rule of law assignments in developing countries. The ROLE UK programme facilitates partnerships and assignments utilising pro bono legal and judicial expertise as technical assistance towards development objectives/outcomes and offers some funding support.

ROLE DESCRIPTION
Working within the ROLE UK programme team, and closely with the Programme Manager, Technical Expert and Learning Team, the Programme Coordinator will provide coordination, logistics, and analyst-level support to the ROLE UK Programme. Your position in the ROLE UK programme team will provide you with insight into the functionality of an international development programme. You will have the opportunity to build project management and analytical skills and experience in rule of law interventions as part of a small team working on a range of tasks as needed.
**KEY RESPONSIBILITIES**

**Programme Coordination and Logistical Support**

Supporting partnership, assignment, knowledge hub and coordination activities, including:

- Liaising with UK and international assignment partners and suppliers to provide information and logistical support
- Supporting duty of care arrangements, arranging pre- and post-deployment and security briefings, and ensuring duty of care protocol is followed
- Maintaining accurate records of programme activities, including setting up administrative and knowledge management systems and filing
- Supporting logistical arrangements and delivery of UK events
- Supporting information sharing on partnerships, assignments, knowledge hub and coordination activities within the ROLE UK programme team, to ensure collaboration across workstreams
- Contributing to assessment of and improvements in ROLE UK programme’s management systems and processes

**Analytical support**

- Supporting the partnership and assignment application review process, including screening applications and budgets
- Supporting post-activity follow-up, coordinating and attending meetings, ensuring reporting is completed and filed accordingly
- Support monitoring, evaluation and learning of the programme, its activities and objectives, to ensure that data is gathered and reported against log-frame indicators
- Supporting the development of ROLE UK programme publications, blogs, newsletters and other communications, including drafting, editing, proofreading and information gathering
- Contributing to review of ROLE UK programme activities, compiling briefs and contributing to reporting

**Stakeholder engagement**

- Building strategic relationships with stakeholders at a range of organisational levels
- Managing relationships with suppliers
- Supporting the development, dissemination and delivery of ROLE UK programme knowledge hub resources and coordination activities, including events, workshops and conferences
- Tracking, researching and analysing the activities of ROLE UK programme stakeholders and other actors in the rule of law sector
- Representation of A4ID and the ROLE UK programme at internal and external events, including participation at international conferences and coordination meetings
- Facilitating engagement, arranging meetings and minute-taking

**PERSON SPECIFICATION**

**Essential**

- A confident, responsible and proactive individual
- Demonstrated skills in project administration
- Experience of managing international travel and/or event logistics
- Excellent verbal and written analytical skills
- Excellent diplomacy and interpersonal skills, with an aptitude for interacting effectively with a variety of people at all organisation levels
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- Highly organised and methodical, with careful attention to detail, and the ability to prioritise and manage workloads effectively
- Comfortable working independently and collaboratively as part of a small team
- IT proficiency including knowledge of MS Office and an ability to learn new software and hardware
- Commitment to international development and the efforts towards the Sustainable Development Goals

Desirable
- A Master's Degree in a relevant subject
- Experience working in international development as well as internationally
- Event management experience
- A working knowledge of Salesforce
- An interest and commitment to rule of law and access to justice issues

To Apply
All applications are to be made by way of the Application Form.

Completed application forms should be returned to roleuk@a4id.org no later than 09:00 (BST) on Monday 22nd July 2019. Applications received after the closing date may be considered at the discretion of A4ID.

Interviews will take place in London on Thursday 26th July 2019.

If you have any queries about the role, please email naomi.barnard@a4id.org.