ROLE UK PROGRAMME OFFICER

JOB DESCRIPTION & PERSONAL SPECIFICATION

OVERVIEW

Title: ROLE UK Programme Officer
Responsible/Reports to: ROLE UK Programme Manager
Contract: Fixed Term to 31 March 2021
Hours: Full time, 35 hours per week.
Location: Based in central London.
Salary: £28-30,000
Start Date: As soon as possible

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 making 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.

A4ID’s pro bono brokerage service ensures that NGOs, social enterprises and developing country governments, law societies and bar associations worldwide can access the legal support they need. A4ID matches requests for assistance from Development Partners with high-quality expertise from Legal Partners.

A4ID’s education programme brings together legal and development professionals to share best practice and learning, exploring key issues in law and development and equipping lawyers to better understand these issues.

A4ID’s thought leadership and policy work provoke discussion on best practice for the legal and development communities in key areas such as business and human rights in the legal, business and development sectors, the role of law and rule of law in international development, and the advancement of the United Nations Sustainable Development Goals (“SDGs”) with its objective of eradicating poverty globally by 2030.

A4ID also manages the Rule of Law Expertise UK (ROLE UK) Programme, funded by the Foreign Commonwealth and Development Office (FCDO) under the UK Government's Overseas Development Assistance.

ABOUT THE ROLE UK PROGRAMME

The overall goal of A4ID’s ROLE UK Programme, recognising the intrinsic link between improved rule of law and poverty reduction, 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 contributes to specific rule of law and poverty reduction goals with a focus on building long-term and strategic peer-to-peer partnerships between UK legal sector stakeholders and rule of law actors in developing countries.

In addition, by acting as a knowledge hub for the sector and the wider community of practice, the ROLE UK Programme will continue to generate and share knowledge and lessons learned on what works in the rule of law development space and to deliver trainings to improve rule of law technical assistance in international development.

Finally, to help increase collaboration toward strategic and sustainable rule of law outcomes, the Programme will facilitate coordination opportunities between the UK legal sector, international development stakeholders and practitioners, and stakeholders in partner countries, through networks, forums and bespoke opportunities for peer-to-peer learning.

**ROLE DESCRIPTION**

Working within the ROLE UK Programme team, the Programme Officer will provide support to the Programme’s partnership and strategic assignment portfolio within the development unit, particularly to the strategic development, and monitoring and evaluation of partnerships. Working closely with the Technical Specialist, Programme Manager and Monitoring and Evaluation Officer, the Programme Officer will ensure that high quality support is provided to the wide variety of partnerships within the Programme portfolio. They will also support the collation and analysis of data and reporting from partnerships, and work with the team to ensure that this data is used to improve on the programme. The portfolio of work will be wide, varied and fast moving and will particularly focus on support to remote capacity building during the COVID-19 pandemic.

**KEY RESPONSIBILITIES**

**Delivery of international partnerships and assignments**

- Supporting the creation and development of partnerships between UK legal experts and rule of law organisations in ODA-eligible countries;
- Assessing applications and facilitating application processes and criteria, providing technical and project design and delivery support to applicants, working with the wider ROLE UK Programme team;
- Support the development of reports, blogs and case studies on ROLE UK Programme partnerships;
- Work with the programme team to support the development and delivery of ROLE UK Programme events and trainings for partnership stakeholders and others, including webinars and remote training, as required.

**Programme Management Support**

- Reporting to the ROLE UK Programme Manager and supporting reporting to FCDO;
- Supporting the delivery of ROLE UK’s MEL implementation plan to ensure that assignment data is gathered and reported against logical framework indicators;
- Supporting maintenance of strong programme management and knowledge management systems and processes.

**A4ID Funding & Development**

- Contributing to A4ID’s business development by assisting with the organisation’s fundraising, strategy and broader development.
- Assisting with the review, assessment, and evaluation of trusts, foundations or institutional funding.
Advocates for International Development
Lawyers Eradicating Poverty

- Drafting and scoping applications to relevant identified trusts, foundation or institutions for any projects or products that require external funding to develop, undertake, roll out, or scale up.
- Assisting with relevant A4ID income generation activity.
- Reporting to donors and funders on progress with A4ID funded work.
- Any other work as directed by the Chief Executive.

**PERSON SPECIFICATION**

**Essential**

- A minimum of 2 years’ experience working in international development projects and delivery;
- Experience in implementing monitoring and evaluation processes;
- Excellent verbal and written analytical skills with experience in writing reports for donors and for external communications;
- A confident, responsible and proactive individual;
- Excellent diplomacy and interpersonal skills, with an aptitude for interacting effectively with a variety of people at all organisation levels;
- 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;
- An interest and commitment to the rule of law;
- Commitment to international development and the efforts towards the Sustainable Development Goals.

**Desirable**

- Working experience with FCDO/DFID or another donor organisation;
- A Master’s Degree in a relevant subject;
- Experience working within a legal environment and/or a legal qualification;
- Experience working internationally;
- Experience of fundraising research, drafting and applying to trusts, foundations and institutions;
- Successful track record of securing funds for legal and/or development projects.