



ROLE UK JUNIOR PROGRAMME OFFICER JOB DESCRIPTION

Job Description and Personal Specification

OVERVIEW

Title:	ROLE UK Programme Officer
Responsible/Reports to:	ROLE UK Senior Programme Officer
Contract:	Fixed Term Contract – 6 months
Hours:	Full time, 35 hours per week
Location:	Hybrid with London office base and home working with agreement
Salary:	£21,420 - £25,704 (Grade 1)

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 (ROLE UK); 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 ROLE UK, funded by the Foreign Commonwealth and Development Office (FCDO) under the UK Government's Overseas Development Assistance.

About the ROLE UK Programme

The role holder will be assigned to A4ID's ROLE UK Programme, which 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 Junior Programme Officer will support the partnerships and strategic assignments within the development unit. The role will work closely with other members of the team, including the Programme Lead, Senior Programme Officer, Programme Officer, Programme Coordinator and Monitoring, Evaluation and Learning (MEL) Officer to ensure high quality support is provided to partnerships throughout the process. The portfolio of work will be wide, varied and fast moving with a particular focus on administrative and logistical support for partnership activities, assistance with the Knowledge Hub outputs, and support for the Programme lead.

KEY RESPONSIBILITIES

Supporting Programme Activities

- Supporting Programme partnership activities through logistical, administrative and technical support.
- Liaising with programme partners and volunteers in providing information for assignments and Programme supported activities.
- Support with 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 as well as other strands of A4ID programmatic work.
- Assisting the Programme team in the development of reports, blogs and case studies on ROLE UK Programme partnerships, including researching and drafting, and engagement with Development Partners to deliver outputs and guiding these through the design process to publication.
- Working 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
- Providing technical, administrative and logistical support to the Programme Lead, ROLE UK funded projects and grant activities.
- Supports the coordination and engagement of communication activities across the ROLE UK team to ensure that the ROLE UK is strongly positioned internally and externally.

Programme Management Support

- Reporting to the ROLE UK Senior Programme Officer and ROLE UK Programme Lead, and supporting reporting to all stakeholders and funders.
- Supporting the delivery of the ROLE UK Programme'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.
- Support the ROLE UK Team to maintain project management processes for agreed commissioned work including development of project plans, and the monitoring processes for tracking progress, managing actions, risks and project level costs in coordination with the ROLE UK Lead.
- Supporting the organising and delivery of high-quality projects in coordination with the ROLE UK team as well as coordinating with other strands at A4ID for the successful delivery of the project
- Supporting the coordination of input for internal and external reporting including meeting timelines.

A4ID Funding & Development

- Support the wider ROLE UK team with tasks such as generating and creating content and information for bid applications and reporting. Develop and maintain ROLE UK's funding bids to track these applications.



- Contributing to A4ID's Annual Conference, including logistical support for the Programme Coordinator, support for panel leads and stakeholder engagement.
- Contributing to A4ID's business development by assisting with the organisation's fundraising, strategy and broader development
- Support the Team to draft and scope applications to relevant identified trusts, foundations 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 activities
- Reporting to donors and funders on progress with A4ID-funded work
- Any other work as directed by the Chief Executive or the ROLE UK Programme Lead

Person Specification

Essential

- A minimum of 2 years' experience working in international development projects and delivery;
- Experience of building relationships with a range of stakeholders, including the legal community, donors, civil society organisations and government representatives;
- 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;
- Excellent verbal and written analytical skills;
- 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.
- Excellent communication, administration and meeting coordination skills.

Desirable

- Working experience with DFID/FCDO or another donor organisation;
- Some experience working within a legal environment and/or a legal qualification;
- Some experience in implementing monitoring and evaluation processes;
- Some experience and/or knowledge of project management;
- A Master's Degree in a relevant subject;
- Some experience working internationally;
- An interest and commitment to the rule of law.

-Ends.-