



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Programmes Officer (Stakeholder Engagement)

Directorate: Economic, Youth and Sustainable Development

Job Grade: Y (position is reserved for Young Professionals)

Reports to: Head of Section

Location: London, UK

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's 53 member governments in advancing democracy, development and respect for diversity.

Young People in the Commonwealth

More than 60% of the population of the Commonwealth is aged under 30 years, and the wellbeing and development of these 1.2 billion young people are essential to the success of the Commonwealth and its member states. The Commonwealth sees young people (aged 15-29 years) as assets to their societies, with a proven capability to contribute to and lead change. It is vital to ensure that they are developed and empowered to realise their individual potential, and to contribute to their countries' development and the success of the Commonwealth.

Accordingly, the Commonwealth Secretariat reserves a number of positions for Young Professionals.

Social Policy Development (SPD) Section

The SPD Section is a newly established section within the Economic, Youth and Sustainable Development (EYSD) Directorate and comprises of team working on Education, health, sports and Youth. The Social Policy Section coordinates a number of programmes including the Commonwealth Youth Programme.

Commonwealth Youth Programme

The Social Policy Section delivers the Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policy and programmes for the empowerment of young people. The CYP focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings and the Commonwealth Secretariat Strategic Plan.

The CYP aims to support member governments, youth leaders and youth professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. The CYP also facilitates and supports representative youth leaders to build national, regional and Pan-Commonwealth networks, drive youth-led action, and have a voice in decision making. As well as stand-alone initiatives, the CYP includes collaboration with other Commonwealth Secretariat Divisions to integrate a youth perspective across all key facets of the Commonwealth (e.g. economic, political, human rights).



Job Summary

Reporting to the Head of Section, the Assistant Programmes Officer (Stakeholder Engagement) is responsible for providing technical and administrative support to the programme teams, in particular relating to stakeholder engagement, management and communications programming.

This engagement with key stakeholders ensures strong, appropriate communications products and approaches are incorporated in Social Policy Development (SPD) Section team programmes and that the Commonwealth Youth Networks are amplified. He/she will work under the supervision of the Head of Section, and in close collaboration with the rest of the SPD Section teams. He/she will also be the SPD Section liaison with the relevant internal sections/units, and provide support to their strategic communication about SPD Section's work.

The Assistant Programmes Officer (Stakeholder Engagement) role is for a two-year term, as a Commonwealth Young Professional. The position may involve some international travel.

Key Accountabilities

1. In collaboration with YTH colleagues, support the Commonwealth Youth Networks Coordinators, Commonwealth Alliance of Youth Workers Association; the Commonwealth Youth Policy Working Group to develop, implement and maintain effective strategies, advocacy, campaigns, activities both online and offline to promote and amplify the work they are undertaking.
2. Contributes to the Youth Section team's strategic direction, operational planning and programme delivery, especially with respect to policy advocacy related programming and thereby the Commonwealth Secretariat's 4-year Strategic Plan.
3. Innovates and implements outreach strategies to engage stakeholders as part of the SPD Section, including:
 - Supporting the maintenance of the Youth social media platforms (esp. Facebook, Twitter etc.), ensuring regular updates and engagement with target audience. Includes acting as first point of contact for online programme queries and requests;
 - In collaboration with Youth Section colleagues, supporting the Network Coordinators to develop, implement and maintain effective engagement strategies and activities. Includes ensuring cohesion and protecting the Commonwealth brand;
4. Support the maintenance of the www.yourcommonwealth.org website, including coordinating, promoting and supporting the work of Commonwealth Correspondents, in collaboration with the site editors, with whom the Officer should be having regular, weekly updates. Act as the liaison between the Correspondents and the site Editor to the Commonwealth Secretariat, working to put the strategy to grow this network into achievable, meaningful action.
5. Provide support for the management of YTH supported events and act a liaison point between third-parties and Commonwealth Secretariat for the delivery of events.
6. Supports the Head of Section by:
 - Contributing to development of briefs, papers, speeches, presentations and talking points for senior SPD Section staff;
 - Supporting the coordination and engagement of the Stakeholder Youth Policy Working Group towards the strategic outcomes of the section
7. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

8. Performs any other duties that may be required from time to time.

Person Specification

- This position is reserved for Young Professionals, so, to be considered, candidates must be 27 years or younger at the date of close of applications; and
- Candidates must also be a citizen of a Commonwealth country.

Education

- A bachelor degree or equivalent in a relevant discipline, such as media, communications, journalism, social sciences or arts; and
- A relevant post-graduate degree highly desirable.

Experience - Essential

- At least one year of demonstrated work experience in designing and delivering creative, cutting edge, impactful communications concepts and projects. The experience may be gained through a combination of paid employment, volunteer, placement or internship positions;
- Experience in written communication for the public, such as newsletters, articles, blogs, op eds, press releases;
- Strong knowledge of latest technologies and the ability to leverage them for impactful communications; and
- Demonstrated experience in stakeholder engagement.

Experience - Desirable

It is highly desirable that the candidate will be able to demonstrate experience in one or more of the following areas:

- Social policy development;
- Working in a developing country; and
- Working in/with Government, intergovernmental or international NGO organisations.

Skills

- High personal standards of excellence;
- Demonstrated commitment to Commonwealth values;
- Excellent:
 - Verbal and written communication skills in English;
 - Interpersonal skills;
 - Creative thinking and solution building abilities;
 - Analysis and synthesis skills;
 - Strategic thinking and operational planning capabilities; and
 - Administrative and organisational abilities, including an eye for detail.
- Numerically literate;
- Technologically savvy;
- Ability to work autonomously and in teams, and in a multi-cultural work environment; and
- Demonstrated drive and initiative, a self-starter with a can-do attitude.



Competencies

Working with Others

- Regularly shares information of value with colleagues
- Shows commitment to delivering on key agreements made to colleagues
- Makes an effort to view a situation from the other party's perspective as well
- Demonstrates awareness and sensitivity to colleagues' pressures
- Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
- Develops long term relationships across cultures and/or geographical boundaries
- Uses relationships to identify the best people to help in the completion of tasks
- Tactfully deals with difficult people to gain buy-in and manage their expectations

Communication

- Interacts and communicates effectively with internal/external contacts
- Ensures information is communicated to all the appropriate people
- Provides feedback to more senior colleagues effectively, providing justification where necessary
- Uses the correct method of communication, depending on the message and the audience
- Anticipates objections in dialogues and prepares convincing responses
- Writes reports and papers that are succinct accounts of key information

Developing & Applying Professional Expertise

- Proactively identifies how to develop specialist knowledge
- Takes learning from previous experience and applies it appropriately
- Demonstrates willingness to learn new skills and/or approaches

Respect for Diversity

- Works effectively with people from all backgrounds
- Treats all people with dignity and respect. Treats men and women equally
- Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making



Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group

Identifies biases in systems & processes

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs within defined cost and quality standard parameters

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others