



JOB AND TASK DESCRIPTION

Job Title: Outreach Coordinator (Blue Charter)

Directorate: Trade, Oceans and Natural Resources

Grade: H

Reports To: Head, Oceans and Natural Resources Section

General Information

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

The Trade, Oceans and Natural Resources Directorate (TONR) is one of three Directorates of the Commonwealth Secretariat. The Directorate brings together work in 'Oceans and Natural Resources' and 'Creating Better Trade Opportunities' and covers research and advocacy, technical support and joint programming elements of trade in the Commonwealth. A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

Oceans and Natural Resources (ONR) is responsible for delivering key Commonwealth Strategic mandates relating to sustainable management of oceans and natural resources. ONR supports the development efforts of member countries through the provision of policy, legal, economic and environmental technical assistance and capacity building, in two core programme areas:

- The management of ocean space and resources, including the development of ocean governance policies and regulatory regimes, and technical assistance in the delimitation of maritime boundaries. Additionally, the recently adopted Commonwealth Blue Charter is addressed under this programme area.
- The sustainable development and effective management of natural resources including petroleum, gas and minerals.

The post-holder will be involved with the first of the above two programmes, with most time devoted to implementation of the Commonwealth Blue Charter.

The Commonwealth Blue Charter was adopted at the Commonwealth Heads of Government Meeting (CHOGM) in London, 20 April 2018. Commonwealth countries have agreed to cooperate towards attainment of the myriad of ocean-related commitments that they face. Priorities and actions are member-driven, led by Commonwealth Blue Charter Champion countries that have voluntarily stepped forward on issues important to them. To date, eleven countries have stepped

forward to lead on eight different topic areas relevant to sustainable ocean development and conservation.

Table of Commonwealth Blue Charter Action Groups (as of 01 August 2018)

| Action Group | Champions |
|---|------------------------------|
| 1. Aquaculture | Cyprus |
| 2. Blue economy | Kenya |
| 3. Coral reef restoration | Australia, Belize, Mauritius |
| 4. Mangrove restoration | Sri Lanka |
| 5. Marine plastics (aka 'Commonwealth Clean Oceans Alliance') | UK, Vanuatu |
| 6. Ocean acidification | New Zealand |
| 7. Ocean and climate change | Fiji |
| 8. Ocean observations | Canada |

Job Summary

Reporting to the Head of the ONR Team, the post-holder will manage outreach and coordination among member countries and partners, particularly in the implementation of the Commonwealth Blue Charter and supporting its Action Groups. The post-holder will be responsible for:

- (a) Strategic outreach planning for the Commonwealth Blue Charter.
- (b) Contacting, liaising and developing strategic partnerships with governments, civil society organisations and donors.
- (c) Working with the Commonwealth Blue Charter team to support its implementation, particularly through the Action Groups, including their coordination with ONR Advisers, correspondence and materials, organisation of meetings, and outreach to member countries, partners, and funders.
- (d) Contributing to the success of Action Group pilot projects, especially through outreach to prospective partners and funders.
- (e) Delivering project deliverables as part of a multi-disciplinary expert marine team.

The job will involve overseas travel.

Tasks, Administration and Management

The post-holder will:

- Contribute to preparation of work plans and budgets, and monitoring and reporting on budget/programme performance in the context of results-based management.
- Ensure that the outputs produced meet high-quality standards and that reports and other documents are clear, objective and based on comprehensive data.
- Oversees resource mobilisation to support member countries to implement ocean governance and Blue Charter actions.
- Establishes and strengthens strategic partnerships aimed at advancing the intervention of the Commonwealth Secretariat for the benefit of member countries and their Action Groups.
- Contributes to the enhancement of the Commonwealth Secretariat's visibility and raise public awareness of the Commonwealth Secretariat's work at national, regional and international scale.
- Provide support to Commonwealth Blue Charter Action groups by:
 - assisting in the development of Blue Charter plans and actions, including its pilot projects, through targeted outreach to prospective external partners, experts, and funders;
 - assisting in assessments of capacities and gaps;
 - organising related meetings and events;
 - distributing and promoting tools, guidance and training and communications materials;
 - management of Blue Charter projects;
 - establishing funding for Blue Charter Projects.
- Assist and manage project execution by:
 - responding to government requests for assistance;
 - defining, with the Commonwealth Blue Charter team, new project objectives, indicators, and deliverables;
 - monitoring and evaluation of ongoing projects;
 - reporting on project progress and performance;
 - joining the work of multi-disciplinary project teams in the office and on mission;
 - tracking specialist technical and other inputs to projects made by external consultants, as required.
- Work with ONR colleagues to develop partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to the focus areas and maintain contacts with senior government officials, investors and other international agencies.

- Contribute, as needed, to international seminars, conferences and expert group meetings.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

Person Specification

Education:

- A post graduate degree in business administration, law, political science, social sciences or similar
- A first degree in business administration, social sciences or law with relevant professional qualification in project management or similar.

Experience:

- A minimum of five years' experience in project development, outreach, coordination, and external relations activities preferably in international development.
- Experience in fund-raising, communications, and/or international project management.
- Desirable: a good understanding of ocean issues and/or diplomatic experience.

Competencies

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.

Challenges others to rectify biases in behaviour, systems & process

Communication

Speaks and writes diplomatically and presents in public fora with charisma

Demonstrates professional demeanour and executive presence when meeting stakeholders

Respects confidentiality and works to strengthen the trusted advisor status of the Commonwealth Secretariat

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies innovations and opportunities to improve divisional operations/advice and effectively gains buy-in

Evaluates impact of innovations and improvement initiatives

Remains receptive to and encourages innovative ideas from colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & Values

Sets example and embodies Commonwealth Secretariat principles and values



Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Takes responsibility for participating in personal professional development opportunities that the Secretariat provides

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

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