

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Sport for Development & Peace (SDP)

Division: Youth Division

Job Grade: F

Reports to: Director, Youth Division

General Information

Young people constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 53 member states. The Youth Division (YTH) of the Commonwealth Secretariat, established in 1973 and known internationally for delivering the Commonwealth Youth Programme (CYP), works with Commonwealth member governments, youth leaders and youth professionals on the development and implementation of policy and programmes for the empowerment of young people aged 15-29.

The work of YTH is anchored in the belief that empowered young people are assets to their societies. It is vital to ensure they realise their individual potential, and to recognise and nurture their ability to contribute to their countries' development, and the success of the Commonwealth.

YTH operates from a pan-Commonwealth international office at the Commonwealth Secretariat's headquarters in London, aiming to support member governments, youth leaders and youth professionals to create the optimum enabling environment for young people to participate as equal partners in development and democracy, and to support representative youth leaders to build networks and have a voice in the Commonwealth.

Sport for Development and Peace

An important component of YTH's work is supporting the development of Sport for Development and Peace (SDP) in Commonwealth member countries. SDP is the intentional use of sport, play and physical activity as a viable, practical and effective tool to contribute to development and peace goals.

YTH has recently undergone a restructure, including the creation of a small, permanent SDP team, and this position is one of a number of newly created roles.

Job Summary

The Head of SDP, as a member of the leadership team of the YTH, will contribute substantively to the development of the YTH strategic direction, especially as it pertains to SDP. He/she will have responsibility for leading YTH's SDP work, overseeing the delivery of SDP related projects, and managing key external relationships with points of contact in member Governments, SDP stakeholders and the Commonwealth Games movement. The post-holder will also be responsible for the Division's sport advisory function, and for successful delivery of the biennial Commonwealth Sports Ministers Meeting and secretariat support to the Commonwealth Advisory Body on Sport (CABOS).

The Head of SDP will supervise of a team of two staff, as well as external consultants and academics engaged on occasion to deliver key aspects of the SDP mandate. He/she will also liaise and collaborate with the Heads of Youth Programmes and Youth Research and Policy, the four YTH Regional Representatives, the YTH Operations Officer, and key staff from other Commonwealth Secretariat divisions.

Key Accountabilities

1. Contributes to the YTH strategic direction, especially with respect to SDP, and thereby the Commonwealth Secretariat 4-year Strategic Plan.
2. Supervises the SDP team comprising one Programme Manager seconded to the Secretariat by the host Government of the Commonwealth Games, and one Assistant Programme Officer (SDP) who is part of the Commonwealth's Young Professionals Programme, and others as required in an evolving environment.
3. Manages provision of technical assistance to member countries on SDP policy analysis, action planning and monitoring & evaluation by:
 - Developing and updating pan-Commonwealth and context-specific SDP toolkits, resources and guidelines.
 - Providing technical assistance to member countries, and/or overseeing internal staff and/or contracted consultants undertaking these tasks.
 - Overseeing the collation and dissemination of SDP research, learning and best-fit policy development and implementation.
4. Provides timely, expert advice to senior management in the Commonwealth Secretariat on sport-related policy issues with a particular focus on SDP by:
 - Leading the identification and analysis of SDP policy trends and key issues in the field and framing the Commonwealth Secretariat's response
 - Producing timely reports, position papers and briefings for Ministerial, CABOS and senior official meetings
 - Contributing to relevant Commonwealth publications and vetting all external submissions to Commonwealth publications and papers

5. Oversees YTH's responsibilities in relation to the organisation of the Commonwealth Sport Ministers Meeting (CSMM), held every two years in the margins of the Olympic and Commonwealth Games.
6. Develops and implements effective strategies to integrate SDP into the Commonwealth Secretariat's youth development work, as well as other relevant thematic areas such as education, health, gender equity, governance peace building, by:
 - Supporting the Youth Programmes and Youth Research and Policy Sections integrate SDP into their work plans.
 - Engaging with and building the capacity of other Divisions of the Secretariat to employ SDP approaches.
7. Establishes and manages value-add SDP partnerships by:
 - Interfacing with other Divisions of the Secretariat, the Commonwealth Games Federation (CGF), UN System (especially UNOSDP) and relevant inter-governmental bodies (eg AU and CARICOM) and broader SDP stakeholders to promote collaboration and coordination of efforts.
 - Enhancing the Commonwealth Secretariat's relationship with the Commonwealth Games movement including the CGF and Games hosts.
 - Seeking extra-budgetary resource to support the expansion of SDP work.
8. Manages provision of secretariat services for the Commonwealth Advisory Body on Sport (CABOS) by:
 - Working closely with the Chair and CABOS members in executing their function as an independent sport policy advisory body to member countries, with a distinct focus on SDP
 - Managing member inputs into CABOS publications and reports and overseeing publication and dissemination
 - Overseeing support provided for CABOS working groups and special projects
9. Oversees the SDP research and knowledge management function including the expansion of SDP-focused content and communities on web-based platforms including www.yourcommonwealth.org and Commonwealth Connects.
10. Represents the Commonwealth in SDP networks, forums and meetings.
11. Develops and manages programme budgets and plans to ensure effective realisation of the Strategic Plan.
12. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
13. Performs any other duties that may be required from time to time.

Person Specification

Education

- A bachelor's degree in a relevant discipline, such as sport, sport for development, youth development, international development.
- A relevant post-graduate degree highly desirable.

Experience

- Sound and demonstrated knowledge and professional experience of Sport for Development and Peace (SDP).
- 10+ years' experience in delivering sport, development or peace building projects and/or programmes, including at least 3 years' lead responsibility for national SDP projects, partnerships or programmes.
- 10+ years' experience in working in /with Government, intergovernmental or international NGO organisations, in particular expertise in government policy development and impact evaluation.
- 5+ years' experience of stakeholder engagement; experience partnering with Governments and international NGOs highly desirable.
- Experience in facilitating workshops and leading capacity building programmes highly desirable.
- Authorship of formal publications and reports in academic and non-academic forums highly desirable.
- Experience of working in developing countries highly desirable.

Skills

- High personal standards of excellence
- Strong knowledge of and interest in international affairs, and international development, youth development, and/or sport for development theory and practice.
- Strong:
 - Verbal and written communication skills
 - Interpersonal skills
 - Strategic thinking and operational planning capabilities
 - Financial analysis skills
 - Administrative and organisational abilities, including an eye for detail
- Numerically literate
- Technologically savvy
- Ability to work autonomously and in teams
- Can-do attitude

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.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated.

Working with Others

Manages conflict and works towards mutual solutions.

Identifies organisations with which to partner for specific solutions.

Encourages others and provides them with the autonomy to pursue relationships.

Uses personal influence to establish compromise and agreement when faced with conflict.

Demonstrates balance between directness and diplomacy in negotiations.

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims.

Encourages and supports others in demonstrating cultural awareness when working with others.

Planning & Analysis

Identifies and plans milestones/strategy for programme and cross team activities.

Takes long term view on potential setbacks to strategy and takes appropriate action to mitigate against them.

Maintains focus on a number of disparate activities at a high level.

Accurately assesses trends in divisional requests interpreting how this translates into achievement of future targets.

Critically analyses complex information from a range of sources and interprets this effectively.

Decision Making

Makes informed decisions that are based on subtle and wide ranging debates, issues and knowledge.

Exercises due diligence in taking critical decisions that impact the direction of the divisional activities.

Applies sound judgement in the approval of corrective action for the resolution of issues impacting divisions.

Developing & Applying Professional Expertise

Is viewed externally as a subject matter expert.

Applies specialist knowledge in a wide variety of contexts to facilitate implementation of recommendations.

Seeks to create opportunities for others to build on skills and expertise.

Represents position of trusted advisor and consults on the resolution of a wide range of setbacks.

Engages in dialogue in an attempt to pre-empt any critical issues.

Leadership & Development (Strategic)

Mentors a number of employees at a senior level.

Recognises the talent in the Commonwealth Secretariat, seeking to develop, support, and grow it.

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.

Translate strategies into actionable plans. Provide input for strategic planning process. Establish strategic linkages at national/regional/multilateral levels.