

SECTION A: JOB DETAILS		
REFERENCE NUMBER:	APP – AFRICA RPM	
CAMPAIGN TYPE:	Concurrent	
JOB TITLE:	Africa Regional Programme Manager, International Partnerships Team, Commonwealth Parliamentary Association UK Branch (CPA UK)	
PAYBAND:	B2	
PAY RANGE:	£30,985 (entry level) - £36,532 (maximum) per annum (Appointment will normally be at entry level)	
ALLOWANCES:	N/A	
REPORTS TO:	Deputy Head of International Partnerships CPA UK	
NUMBER OF POSTS:	1	HOURS P/W Full time – 35 hours per week; job share and flexible working possible
CONTRACT TYPE / DURATION:	12 months fixed term with the possibility of extension/permanency	
ISSUE DATE: 28 November 2010		
UPDATED: 11 December 2019		
CLOSING DATE FOR APPLICATIONS:		
23:59 Sunday 5 th January 2020		
INTERVIEW DATE		
Week commencing 20 January 2020		
START DATE		
As soon as possible pending security clearance		

SECTION B: SCOPE OF THE ROLE

Job purpose

CPA UK works on behalf of both Houses of Parliament and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects. For further information about CPA UK work please see www.uk-cpa.org.

This is an exciting role in a busy and dynamic office in the heart of Parliament. The Africa Programme Manager sits within the International Partnerships Team (IPT, one of two operational teams) and is responsible for developing CPA UK's activities with African Commonwealth legislatures, leading on the planning and implementation of current and future activities whilst developing and managing relationships with parliamentary, national and international stakeholders. The post holder will also be responsible for monitoring programme delivery against objectives, programme expenditure against budget and reporting to the Deputy Head of International Partnerships.

Key internal relationships

- Directorates, Committees, Clerks, Overseas Offices, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament
- Members of both Houses and their staff
- CPA UK thematic leads

Key external relationships

- | | |
|---|--|
| <ul style="list-style-type: none"> • Partner legislatures • Government Departments • Diplomatic Posts in UK and elsewhere • Westminster Foundation for Democracy • UNDP, UN Women and other UN agencies Commonwealth Secretariat | <ul style="list-style-type: none"> • NAO • CPA HQ Secretariat & IPU • International organisations and NGOs • Suppliers and contractors |
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Management responsibility

Project and temporary staff, including:

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| <ul style="list-style-type: none"> • Day to day line-management | <ul style="list-style-type: none"> • Input to annual assessment and evaluation |
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Additional information regarding the post

LOCATION

The post is in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required.

HOURS

The standard working week is 35 hours with one hour per



	<p>day unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes.</p> <p>Annual leave – 35 days per financial year of which five days are to be taken over Christmas and two days at Easter.</p> <p>Overseas travel will be required.</p>
FURTHER INFORMATION	Visit www.uk-cpa.org

SECTION C: JOB SPECIFICATION

Description of duties

Strategic Planning and Programme / Project Management

- Work under direction to develop long-term 2-5-year parliamentary partnership programmes (PPP) with African Commonwealth Legislatures
- Contribute to the preparation, management and delivery of an annual work-plan for relevant countries, delivering PPP and other activities, including short-notice programmes, taking ownership of country programmes and being prepared to travel to the countries concerned to deliver activities
- Prepare and manage project budgets and report to Head of International Partnerships on budget
- Use appropriate project management methods to ensure the timely delivery of delegated project work within budget
- Where relevant, oversee Programme Officers in the delivery of activities
- Assist and contribute to the management and production of core project outputs including: activities, communications, reporting, monitoring and evaluation, and being responsible for the direct management of relevant country project strands
- Contribute to the risk management of the country PPP and other programmes
- Undertake monitoring and evaluation of activities to improve future programming and delivery
- Be prepared to take on aspects of the coordination of the work of contractors and suppliers as necessary
- Work collaboratively and in line with CPA UK's values and understand how IPT work align with CPA UK's strategy and annual business plan

Partnerships and Stakeholder Management

- Contribute to existing relationships and help develop new partnerships with linked organisations whose objectives align with, and can add value to, IPT's and CPA UK's work
- Maintain relationships within and without CPA UK to ensure efficient activity delivery
- Support the continuous improvement of CPA UK by working collaboratively across the

organisation and sharing and implementing learnings from completed activities

- Contribute to the maintenance of positive and productive relationships with all stakeholders within and without Parliament around country programme activities
- Work with Members from both Houses and relevant Commonwealth legislatures to ensure country programmes and activities and, when applicable, MPT activities meet their needs and expectations

Programme Development

- Support the IPT and other CPA UK colleagues in CPA UK, stakeholders within and without Parliament to create innovative and ambitious programmes, being prepared to take part in scoping visits as needed
- Understand CPA UK's strategy to leverage funding, work closely within IPT and appropriate partners outside Parliament to leverage funding for country PPPs and other activities

Communications

- Be the point of contact for relevant country programmes and activities
- Work with colleagues to ensure that country work-plans, outputs and associated details are kept up to date on the CPA UK website and other relevant places
- Provide regular updates to CPA UK team members and to other involved partners / stakeholders as required
- Work with the Communications Manager to ensure country work is covered within CPA UK's media strategy and work to establish and implement a relevant marketing and media strategy for regional activities

Governance

- Contribute to team meetings and, when applicable, the work of MPT
- If so directed, provide progress reports at the weekly CPA UK team meetings
- When responsible, maintain clear controls and reporting of budget
- When responsible, operate effective forecasting and financial planning

Section D: Levels Of Core Competencies Required	
Outline Description	
Core Competence	Headline of level required / expected
<p>Core Competence 1 – Delivering Results for CPA UK. Understands and works towards the vision, mission, objectives and priorities of CPA UK; is able to translate these into identifiable actions and positive results.</p>	<p>3. Uses knowledge of Parliament and CPA UK to deliver a better service; understands CPA UK priorities and can translate them into workable objectives for teams and individuals.</p>
<p>Core Competence 2 – Leadership and Management <i>(Assessed regardless of an individual's management responsibilities).</i> By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK's objectives; contributes to / plans her / his team's work in ways which make the best use of an individual's skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance.</p>	<p>3. Leads by example; actively encourages and supports team members and colleagues to develop leadership and management skills.</p>
<p>Core Competence 3 – Providing a Stakeholder Focus <i>(Stakeholders are those with whom CPA UK does business; within and without Parliament, within and without UK).</i> Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations.</p>	<p>3. Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK delivery.</p>
<p>Core Competence 4 – Continuous Improvement. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative.</p>	<p>3. Looks outside own team to improve effectiveness and efficiency; takes responsibility and ownership for team actions; promotes and engages colleagues with change.</p>
<p>Core Competence 5 – Working with People. Builds strong collaborative working relationships to achieve common</p>	<p>3. Builds collaborative relationships with others outside own team to</p>

goals; involves and supports others; shares information and best practice.	achieve common goals; works effectively at all levels.
Core Competence 6 – Communicating Clearly. Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood.	3. Explains complex issues, making them easy to understand; makes sure important messages are being communicated and understood.
Core Competence 7 – Influencing & Negotiating. Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation.	3. Uses a range of persuasive techniques and behaviours to influence others.
Core Competence 8 – Planning and Organisation. Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives.	3. Plans and organises complex or multiple activities, maximising the use of resources available in a cost efficient way.
Core Competence 9 – Analysing and decision-making. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions.	3. Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions.
Core Competence 10 – Technical skills and knowledge. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability.	Advanced. <ul style="list-style-type: none"> • Applies advanced functional knowledge to do the job at a high level of achievement • Consistently shares expertise with others, teaching skills and explaining concepts

SECTION E: PERSON SPECIFICATION
Qualifications
Essential

- A university degree in a relevant subject OR significant experience of working in a similar role

Desirable

- A relevant reputable project management qualification such as PRINCE2 or PMDPro

<ul style="list-style-type: none"> Working knowledge of desktop publishing software (e.g. Indesign) 		
SKILLS AND EXPERIENCE	Application	Interview
Experience of working on programmes and projects in the private, public, diplomatic or NGO sector with an Africa focus	x	x
Initiative and creativity in reaching and enthusing new and existing stakeholders	x	x
A track record of involvement in concurrent project and / or programme management within a multiple stakeholder environment, with a focus on outcomes	x	x
Experience of collaboration with internal and external stakeholders including conflict resolution	x	x
Experience of management in a small team and or line management	x	x
Ability to be flexible, respond positively to change, work effectively under pressure, deal with conflicting priorities, and to cooperate effectively with staff in a wide range of organisations	x	x
Excellent communications skills with experience of contributing to quality written materials for publication and internal and external circulation and a demonstrated ability to establish relationships and to communicate effectively with people from a wide variety of backgrounds and representing organisation at a high level	x	x
An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments	x	
A good understanding of the Commonwealth, the Westminster parliamentary and political system, current international governance issues and the link between parliamentary strengthening and sustainable development	x	