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| **SECTION A: JOB DETAILS**  |
| **REFERENCE NUMBER:** | **06POCPAUK** |
| **CAMPAIGN TYPE:** | **Concurrent** |
| **JOB TITLE:** | **Project Officer (PO) –****Multilateral Projects Team (MPT), Commonwealth Parliamentary Association UK Branch (CPA UK) x2** |
| **PAYBAND:** | **C** |
| **PAY RANGE:** |  **£26,715 (entry level) - £30,370 (maximum) per annum** *Appointment will normally be made at entry level* |
| **ALLOWANCES:** | **N/A** |
| **REPORTS TO:** |  **Project and Programmes Manager** |
| **NUMBER OF POSTS:** | **2** | **HOURS P/W** | **Full time – 35 hours per week** |
| **CONTRACT TYPE / DURATION:** | **Fixed term contract until 31 March 2022 (with the possibility of extension or permanency)**  |
| **ISSUE DATE: July 2021** |
| **UPDATED: 1 July 2021** |
| **CLOSING DATE FOR APPLICATIONS:**  |
| **Noon (midday) on Wednesday 14 July 2021** |
| **INTERVIEW DATE**  |
| **It is intended that interviews take place week commencing 26 July 2021** |
| **START DATE** |
| **ASAP (subject to security clearance)**  |



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| **SECTION B: SCOPE OF THE ROLE** |
| **JOB PURPOSE** |
| CPA UK supports and strengthens parliamentary democracy throughout the Commonwealth. It focuses on key themes including women in parliament, modern slavery, financial oversight, security and trade.  Peer to peer learning is central to the way CPA UK works. CPA UK brings together UK and Commonwealth parliamentarians and officials to share knowledge and learn from each other. It aims to improve parliamentary oversight, scrutiny and representation and is located in and funded by the UK Parliament. For more information, please visit the CPA UK website [here](https://www.uk-cpa.org)and twitter [here.](https://twitter.com/CPA_UK)  CPA UK is recruiting for **two** Project Officers to support the delivery of an externally-funded project: *Good Governance, Parliamentary Oversight and Accountability across the Commonwealth.*The Project Officers will work closely with one of CPA UK’s Projects and Programmes Managers (known as ‘Thematic Leads’) to deliver one of two project workstreams, designed to tackle:* Climate Change, with a focus around COP 26; **OR**
* Human Trafficking and Sport, with a focus on the 2022 Commonwealth Games.

These are exciting roles in a busy and dynamic team, normally located in the heart of Parliament, although currently working remotely due to Covid-19. The roles require a diplomatic and sensitive approach. They have an administrative component as well as responsibility for particular project deliverables. The Project Officers will be based in the Multilateral Projects Team, one of CPA UK’s two delivery teams, and will contribute to the wider work of the team and the organisation.  |

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| **KEY INTERNAL RELATIONSHIPS – including**  |
| * CPA UK International Partnership Team, Committees, Clerks, Overseas Offices of the House of Commons and House of Lords, 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
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| **KEY EXTERNAL RELATIONSHIPS – including**  |
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| * Government Departments, particularly the Foreign, Commonwealth & Development Office (FCDO)
* Overseas Territories (OT) legislatures
* Commonwealth Secretariat
 | * International organisations, including

Non-Governmental Organisations (NGOs) * Suppliers and contractors (e.g. online platform providers, when travel resumes hotel/flight companies)
* Other thematic specialists (e.g. civil society

organisations) |

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| **MANAGEMENT RESPONSIBILITIY**  |
| No direct line management responsibility |
| **ADDITIONAL INFORMATION REGARDING THE POST** |
| **LOCATION** | The post is normally based in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are sometimes required. Please note that currently due to Covid-19, all CPA UK staff are working from home. This is regularly reviewed and staff are currently being consulted on hybrid working arrangements (ie working at home some days and some day (s) on the Parliamentary Estate) to commence in September 2021. |
| **HOURS** | The standard working week is 35 hours with one hour per day unpaid for lunch.Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes. **Annual leave** – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter. |
| **FOR FURTHER INFORMATION** | Visit [www.uk-cpa.org](http://www.uk-cpa.org)  |

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| **SECTION C: JOB SPECIFICATION** |
| **DESCRIPTION OF DUTIES** |
| **Project Delivery*** Support the Projects and Programmes Manager (‘Thematic Lead’) in delivering all aspects of a workstream, including:
	+ Design and delivery of targeted activities to achieve workstream objectives;
	+ Desk research on workstream subject area, to inform design and delivery;
	+ Preparation of project documentation, including workplans, reports and key performance data;
	+ Organising, supporting and representing the workstream at internal and external meetings and events;
	+ Contributing to project team meetings, providing updates as required;
	+ Procurement of external goods and services, as required;
	+ Management of workstream budget within CPA UK’s existing rules

**Stakeholder/Relationship Management*** Develop positive and productive relationships both within the project team and across CPA UK.
* Support the Thematic Lead in managing key stakeholder relationships, including with the project donor/partner – Foreign, Commonwealth and Development Office (FCDO).
* Work with Members and staff from both Houses and relevant Commonwealth legislatures to ensure workstream activities meet their needs and expectations.

**Communications*** Work with Thematic Lead and Communications Manager to contribute to the development and delivery of project communications plans, including the production of core project outputs such as print material, social media and traditional media.
* Ensure that the CPA UK website and other information outlets are kept up-to-date with relevant workstream activity and information.

**Monitoring and Evaluation (M&E)*** Work with the Thematic Lead and Monitoring and Evaluation (M&E) Manager to develop and utilise an effective M&E framework for the project.
* Administration of M&E processes.

**Wider duties*** Provide general support to the wider MPT and CPA UK teams as required.
* Shared responsibility for general office administration when working in Westminster.
* Undertake other reasonable tasks as directed by the Thematic Lead and senior managers.
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| **SECTION D: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Essential**A university degree in a relevant subject **or** significant experience of working in a similar role/subject area**Desirable**An understanding of how Parliament works, including the legislative process and parliamentary oversight, including parliamentary committees.  |
| **SKILLS AND EXPERIENCE** |
| Experience of working on related projects or events in the private, public, or NGO sector |
| Initiative and creativity in engaging new and existing stakeholders in projects and programmes |
| Experience of working in a small team, a pro-active self-starter & a team player |
| Ability to be flexible, respond positively to change, and to cooperate effectively with staff in a wide range of organisations within and without Parliament |
| Significant experience of managing a demanding volume of work, with competing and conflicting priorities, whilst ensuring a high attention to detail |
| Excellent communications skills with experience of producing high quality written materials and a demonstrated ability to work and communicate effectively with people from a wide variety of backgrounds |
| An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments |
| An understanding of the Westminster parliamentary and political system, the Commonwealth and issues of current international concern  |
| **Desirable:** |
| Knowledge of issues relating to one of the project workstreams (Climate Change **OR** Human Trafficking and Sport) |
| Experience of online / virtual meeting and event platforms  |