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| **SECTION A: JOB DETAILS** | | | |
| **REFERENCE NUMBER:** | **0107UKOTCPAUK** | | |
| **CAMPAIGN TYPE:** | **Concurrent** | | |
| **JOB TITLE:** | **Programme Support Officer (IPT/UKOTP Phase 2)** | | |
| **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:** | **Strategic Lead (band B1), UK Overseas Territories** | | |
| **NUMBER OF POSTS:** | **1** | **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).  Now entering its sixth year of implementation, the UK Overseas Territories Project (UKOTP) is funded by the Foreign, Commonwealth and Development Office (FCDO) and provides capacity building support and technical assistance to strengthen public financial management and enhance good governance across the UK Overseas Territories (UKOTS).  Led by CPA UK and delivered in collaboration with consortium partners at the National Audit Office (NAO) and the Government Internal Audit Agency (GIAA), the project supports delivery of the UKs constitutional responsibilities to the Overseas Territories, specifically contributing to National Security Council (NSC) objectives to develop institutions for democracy, human rights, the rule of rule and anti-corruption.  Outcomes focused (and demand led), the project delivers across fours strands:     * Output 1 – UK OTs legislative assemblies and councils are better equipped to effectively hold governments to account (led by CPA UK) * Output 2 – Electoral officials have a greater understanding of national electoral framework compliance with international good practices (led by CPA UK) * Output 3 – External audit institutions across the UK OTs have strengthened capacity to perform their audit role (led by NAO) * Output 4 – Internal audit institutions across the UK OTs have strengthened capacity to perform their internal audit role (led by GIAA)   This is an exciting role in a busy and dynamic office in the heart of Parliament. There is a significant administrative support aspect to the job and the successful candidate will mainly support the reporting functions of the team. This includes financial planning, support and reporting to the strategic lead and project funders (FCDO), collate feedback and evaluations from projects, maintain the team customer relationship management database (Salesforce CRM), manage simple website updates and communications. Other tasks will include supporting the delivery of project activities and workstreams in OTs. Some international travel may be required. |

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| **KEY INTERNAL RELATIONSHIPS – including** | |
| * CPA UK International Partnerships Team, Multilateral Projects 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 | |
| **KEY EXTERNAL RELATIONSHIPS – including** | |
| |  |  | | --- | --- | | * NAO * GIAA * Government Departments – FCO, DFID * OTs legislatures * Cabinet Office * Commonwealth Secretariat * Diplomatic Posts in UK, UKOT’s and the United States of America | * International organisations * Suppliers and contractors * Hotel and Conference venues * Transport companies * Catering staff * Marketing companies * Thematic specialists (e.g. academics) | | |
| **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 (i.e. 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** |
| **Communications**   * Be prepared to be a point of contact for project work and to provide updates to stakeholders and partners * Regularly update the UKOTP pages on the CPA UK website and ensure work-plans, outputs and associated details are kept up to date and shared on other information outlets * Work with the 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. * Working with the Communications Officer to contribute to the management and production of core project outputs, to include events, print materials, social media and media   **Monitoring and Evaluation (M&E)**   * Work with the Strategic Lead and M&E Manager to develop and utilise effective M&E frameworks in projects and programmes * Maintain the UKOTP Team’s CRM pages liaising frequently with stakeholders and the wider team members * Work with the M&E manager to collate and oversee feedback from programmes and activities * Monitor at regular intervals the impact the project is having on beneficiaries with the guidance and support from CPA UK’s Monitoring & Evaluation Manager   **Financial Management**   * Support the Strategic Lead in collating and managing incoming invoices as per CPA UK and FCDO processes * Work with the Strategic lead and CPA UK Finance manager to collate monthly financial reports and invoices to the funder (FCDO) * Understand the financial controls, monitoring and reporting of team budget lines within CPA UK’s existing rules   **Planning and Programme/Project Management**   * Support the relevant Delivery Lead/Regional Programme Manager in the development of context-appropriate programmes with relevant partner legislatures across the UK Overseas Territories and the wider Commonwealth * Assist in the preparation, management and delivery of an annual work-plan supporting the delivery of bi- and multilateral activities, occasionally taking ownership of aspects of a specific programme and being prepared to travel from time to time * Deliver a range of project related activities as directed by the Strategic Lead and contribute to programme outputs including reports, communications, monitoring and evaluation, and financial reporting of activities * Be prepared to support particular aspects of the coordination of the work of contractors and suppliers as necessary * Mentor/buddy new team members/staff on work placement as required     **Partnerships and Stakeholder Management**   * Support existing relationships within and without the UKOT Phase 2 Project and assist with the development of new partnerships with linked organisations whose objectives align with and can add value to CPA UK’s strategy and annual business plan * Support the maintenance of positive and productive relationships with all stakeholders within and without the project scope and within Parliament around regional programme * Work with Members from both Houses and relevant Commonwealth legislatures to ensure activities meet their needs and expectations |

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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 programmes and projects in the private, public, or NGO sector | |
| Initiative and creativity in reaching and enthusing new and existing stakeholders | |
| 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, issues of current international concern and gender and equality issues | |