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| **SECTION A: JOB DETAILS** | | | |
| **REFERENCE NUMBER:** | **1111PO** | | |
| **CAMPAIGN TYPE:** | **Concurrent** | | |
| **JOB TITLE:** | **Programme Officer (PO), International Partnerships Team, Commonwealth Parliamentary Association UK Branch (CPA UK)** | | |
| **PAYBAND:** | **C** | | |
| **PAY RANGE:** | **£26,715 (entry level) - £30,370 (maximum) per annum** | | |
| **ALLOWANCES:** | **N/A** | | |
| **REPORTS TO:** | **Regional Programme Manager** | | |
| **NUMBER OF POSTS:** | **1** | **HOURS P/W** | **Full time – 35 hours per week** |
| **CONTRACT TYPE / DURATION:** | **Fixed term contract (Maternity Cover) until 30 June 2022 (with the possibility of extension or permanency)** | | |
| **ISSUE DATE: 11 November 2021** | | | |
| **UPDATED: 11 November 2021** | | | |
| **CLOSING DATE FOR APPLICATIONS:** | | | |
| **23:59 on Sunday 28th November 2021** | | | |
| **INTERVIEW DATE** | | | |
| **8th December 2021** | | | |



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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)  This role is one of two Programme Officer roles within the International Partnerships Team. It is an exciting role in a busy and dynamic office in the heart of Parliament. The Programme Officer assists on the planning and implementation of a wide variety of activities across the Commonwealth. It involves working sensitively with parliamentary, national and international stakeholders. An important part of the role is the monitoring of project delivery against objectives, managing expenditure against budget, and communications (including social media and website updates). As well as project management, there is a significant administrative support aspect to the job. Some international travel will be required.  CPA UK uses dynamic staffing to deliver activities across our two delivery teams (IPT and the Multilateral Projects Team). This role will sometimes be required to support the delivery of MPT activities based on staffing needs. |

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| **KEY INTERNAL RELATIONSHIPS – including** | |
| * CPA UK 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** | |
| |  |  | | --- | --- | |  |  | | * Government Departments – FCO, DFID * Commonwealth Secretariat * Diplomatic Posts in UK and elsewhere * Westminster Foundation for Democracy * NAO * UNDP, UN Women and other UN agencies | * CPA HQ Secretariat & IPU * International organisations * British Council * CSOs and NGOs * Suppliers and contractors | |  |  | | |
| **MANAGEMENT RESPONSIBILITIY** | |
| Currently no 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, most CPA UK staff are working from home. This is regularly reviewed and staff are about to commence hybrid working arrangements (ie working  at home some days and some day (s) on the Parliamentary Estate). |
| **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** |
| **Strategic Planning and Programme / Project Management**   * Support the relevant Regional Programme Manager(s) in the development of context-appropriate programmes with partner legislatures across the Commonwealth * Assist in the preparation, management and delivery of annual work-plans, supporting the delivery of bi- and multilateral programmes and other activities, occasionally taking ownership of aspects of a regional programme and being prepared to travel from time to time * Deliver a range of project activities as directed by Regional Programme Manager(s) and contribute to programme outputs including reports, communications, monitoring and evaluation, and financial reporting of activities * Assume responsibility for the direct management of some smaller project strands and one-day or ad hoc programmes * Be prepared to support particular aspects of the coordination of the work of contractors and suppliers as necessary * Understand how team work and international project activities align with CPA UK’s strategy, annual business plan, and values * Contribute to the wider activities of CPA UK, as required. * Mentor/buddy new team members/staff on work placement, as required.   **Partnerships and Stakeholder Management**   * Support existing relationships within and without CPA UK 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 Parliament around regional programme * Work with Members from both Houses and relevant Commonwealth legislatures to ensure activities meet their needs and expectations   **Programme Development**   * Work alongside colleagues in CPA UK and stakeholders within and without Parliament to create innovative and ambitious programmes * Assist the Regional Programme Managers in embedding CPA UK’s thematic priorities in the work of the International Partnerships Team.   **Communications**   * Be prepared to be a point of contact for regional project work and to provide occasional updates to stakeholders and partners * Support IPT to ensure that work-plans, outputs and associated details are kept up to date on the CPA UK website and other information outlets * Work with Regional Programme Managers 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.   **Monitoring and Evaluation (M&E)**   * Work with the Regional Programme Manager and M&E Manager to develop and utilise effective M&E frameworks in projects and programmes   **Governance**   * Assist in organising and contribute to CPA UK’s and IPT’s weekly meetings and provide occasional progress reports. * Understand the financial controls, monitoring and reporting of team budget lines within CPA UK’s existing rules |

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| **SECTION D: PERSON SPECIFICATION** | | |
| **QUALIFICATIONS** | | |
| **Essential**  A university degree in a relevant subject **or** experience of working in a similar role on project planning and delivery  **Desirable**  An understanding of how Parliament works, including parliamentary oversight | | |
| **SKILLS AND EXPERIENCE** | **Application** | **Interview** |
| Experience of working on programmes and projects in the private, public, or NGO sector | x |  |
| 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 | x |  |
| 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 | x |  |
| 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 |  |  |