

SECTION A: JOB DETAILS			
REFERENCE NUMBER:	PO APRIL 2023		
CAMPAIGN TYPE:	External		
JOB TITLE:	Project Officer – Multilateral Projects Team (MPT), Commonwealth Parliamentary Association UK Branch (CPA UK)		
PAYBAND:	C		
PAY RANGE:	£27,500 (entry level) - £31,190 (maximum) per annum <i>Appointment will normally be at entry level</i>		
ALLOWANCES:	N/A		
REPORTS TO:	Programme Manager		
NUMBER OF POSTS:	1	HOURS P/W	Full time – 35 hours per week
CONTRACT TYPE / DURATION:	Fixed term contract until 31 March 2024 (with the possibility of extension)		
ISSUE DATE: April 2023			
UPDATED:			
CLOSING DATE FOR APPLICATIONS:			
23:59 on Sunday 23 April 2023			
ADMINISTRATIVE EXERCISE AND INTERVIEW DATE			
w/c 8 May 2023			
START DATE			
ASAP (subject to security clearance)			

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 further information about CPA UK work please see www.uk-cpa.org

CPA UK is recruiting for a Project Officer to support the delivery of an externally-funded project: **Strengthening Parliamentary Oversight and Effectiveness in Tackling Gender-based Violence and Modern Slavery**. The Project Officer will work as part of a small Project Team (2xProgramme Managers and 2xProject Officers and 1x Communications and Reporting Officer), based in the Multilateral Projects Team (MPT). They will be responsible for delivering key project outputs across one of the workstreams of the project (Gender-based Violence) and supporting project delivery as a whole.

It is an exciting role in a busy and dynamic team, located in the heart of Parliament, with flexible remote-working arrangements. The role requires a diplomatic and sensitive approach and has an administrative component.

KEY INTERNAL RELATIONSHIPS – including

- CPA UK Colleagues
- Committees, Clerks and Overseas Offices of the House of Commons and House of Lords
- All Party Parliamentary Groups and British Group of the Inter-Parliamentary Union
- Members of both Houses and their staff

KEY EXTERNAL RELATIONSHIPS – including

- Government Departments, particularly the Foreign, Commonwealth & Development Office (FCDO)
- Commonwealth Secretariat
- Diplomatic Posts in UK and elsewhere
- UNDP, UN Women and other UN agencies
- International organisations, including Non-Governmental Organisations (NGOs)
- Thematic specialists (e.g. civil society organisations and academics)
- Suppliers and contractors

MANAGEMENT RESPONSIBILITY

No direct line management responsibility

ADDITIONAL INFORMATION REGARDING THE POST	
LOCATION	The post is based in the CPA UK offices on the Parliamentary Estate. Hybrid working arrangements are currently in place and under review. Currently, there is an expectation of working at least one day a week in the office. Mobile and flexible working arrangements are in place. UK and international travel may occasionally be required.
HOURS	<p>The standard working week is 35 hours with one hour per day unpaid for lunch.</p> <p>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 5 days are to be taken over Christmas and 2 days at Easter.</p>
FOR FURTHER INFORMATION	Visit www.uk-cpa.org

SECTION C: JOB SPECIFICATION
DESCRIPTION OF DUTIES
<p>Project Delivery</p> <ul style="list-style-type: none"> With the support and oversight of the Programme Manager, be responsible for delivering all aspects of the Gender-based Violence (GBV) workstream of the project, including: <ul style="list-style-type: none"> 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 <p>Stakeholder/Relationship Management</p> <ul style="list-style-type: none"> Develop positive and productive relationships with all stakeholders within and without Parliament. Work with Members and staff from both Houses and relevant Commonwealth legislatures to ensure workstream activities meet their needs and expectations. Support the Programme Manager in managing key stakeholder relationships, including with the project donor/partner – Foreign, Commonwealth and Development Office (FCDO). <p>Communications</p>

- Work with Programme Manager and Communications and Reporting Officer 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 Programme Manager, Communications and Reporting Officer and Monitoring and Evaluation (M&E) Manager to develop and utilise an effective M&E framework for the project.
- Administration of M&E processes.
- Contribute to project reports and updates to the donor and other stakeholders as required.

Wider project and team work

- Support delivery of wider project and team activities where required.
- Assist the Project Team in identifying potential new areas of work and/or comms opportunities arising from and relating to the current project
- Provide general support to the wider MPT and CPA UK teams as required.
- Shared responsibility for general office administration when working in the CPA UK Offices.
- Understand and ensure compliance with the wider systems, controls, policies and processes of CPA UK.
- Undertake other reasonable tasks as directed by the Programme Manager and senior managers.

SECTION D: PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A university degree in a relevant subject or 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.
- An understanding of issues relating to Gender-based Violence (GBV)

SKILLS AND EXPERIENCE

Experience of working on related projects or events in the private, public, or NGO sector

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

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
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
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