Advocacy and Learning Coordinator – Job Description

[3 August 2017]

Our Purpose
The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 850 member organisations in over 140 countries across virtually every geographical region of the world.

Our Vision
A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives
GNDR has three mutually reinforcing objectives:

- Increase the impact of civil society in influencing policies and practices at local, national, national and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge

Purpose of the Secretariat
The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role
Learning is an important aspect of the network, reflected in our third strategic objective and our flagship action-learning programmes such as ‘Views from the Frontline’, ‘Action at the Frontline’ and ‘Frontline’. As the network grows and diversifies, there are increasing opportunities for the Secretariat to capture valuable knowledge across the membership, and facilitate the sharing and uptake of this knowledge. One of the main purposes of this role is to coordinate GNDR members and Secretariat staff at national, regional and global levels in all activities relating to learning and knowledge. This will include designing innovative learning opportunities.
and resources, integrating learning across all GNDR’s projects, building the capacities of members to share their knowledge and experience between themselves and with others, and vertically connecting local learning, knowledge and wisdom with the policy discourse at national, regional and global levels.

For the last ten years GNDR has been working to connect local knowledge and realities up to the global, regional and national levels, advocating for policies and practice to better build resilience for at-risk communities. GNDR has become a critical player in the global policy discourse, including in the discussions around the design and implementation of the Sendai Framework for Disaster Risk Reduction (SFDRR), the Sustainable Development Goals, and the Paris Agreement. As UNISDR’s NGO Focal Point we are given political space at the Regional and Global Platforms for DRR, and are able to advocate for more systematic collaboration between Governments and communities in resilience decision making. In addition to our direct advocacy and regional and global levels, we have been working to build the advocacy capacity of our members to advocate themselves and with each other at the local and national level. The Advocacy and Learning Coordinator will support the development of a results-based framework for GNDR’s Strategy, together with leading and facilitating more systematic evidence-based advocacy. In particular, this will involve using the findings from our local monitoring programme Views from the Frontline to create and roll out awareness raising campaigns.

**Position in the organisation**
- Responsible to the Programme Manager
- Part of the Secretariat team and active participant in cross-team working groups
- Works in close collaboration with all GNDR (London/Regional) Secretariat staff, Global Board, membership and project partners

**Key Duties and Responsibilities**
The remit of this post will cover the following core responsibilities:

1. Direct advocacy
2. Advocacy capacity building
3. Capturing the knowledge across the membership
4. Views from the Frontline campaigns
5. Learning portal
6. Exchanges between members
7. Strengthening links with academic and knowledge institutions
8. Coordination
9. Strategic planning
10. General
1. Direct advocacy

Directly engage in lobbying activities with key decision-makers at national, regional and global levels at key regional and international events.

2. Advocacy capacity building

Support and facilitate GNDR network members to meet, communicate and advocate with their national/regional governments and inter-governmental bodies to influence the design and implementation of DRR strategies and resilience building actions. Including the design of trainings and toolkits.

3. Capturing the knowledge across the membership

On a regular basis, develop case studies, reports and other learning materials in conjunction with GNDR members.

Monitoring and evaluation: In close consultation with secretariat staff, Global Board and partners lead on the development of a monitoring and evaluation framework to measure the effectiveness and impact of GNDR’s work.

4. Views from the Frontline Campaigns

Lead innovative campaigns towards set goals, linked closely with the findings from GNDR’s Views from the Frontline.

5. Learning portal

GNDR wants to develop a learning portal which will be a new approach to presenting learning and knowledge resources in a way which is attractive to practitioners. It forms a component of the redevelopment of the website and the Advocacy and Learning Coordinator will work closely with the Communications Coordinator, web developers, and other team members to develop the portal in a way which ensures good take-up from the membership.

6. Exchanges between members

To design the programme for GNDR’s upcoming south-south exchanges between members in different countries. The aim of these exchanges is to facilitate the exchange of knowledge, experience and capacities related to community based disaster risk management.

7. Strengthening links with academic and knowledge institutions

The work done by GNDR and its membership provides unique evidence and insights into local level disaster risk reduction, resilience and development. We aim to strengthen links with relevant academic and knowledge institutions and other relevant DRR actors including organisations and government departments for the benefit of our members and the communities they serve, tapping in to expertise and relevant thinking, and also gaining recognition for GNDR and its work.
8. Coordination

Overall coordination of GNDR advocacy and learning actions within specific projects and broadly. To include: identifying, mapping and facilitating connection of GNDR members with SFDRR and other post-2015 processes, key national and high level events and relevant stakeholders and policy-makers at national, regional and global levels; and ensuring GNDR disseminates regular learning across different themes relevant to resilience.

9. Strategic planning

Develop a learning strategy, and an interlinked annual advocacy plan.

10. General

Attend and interact with relevant conferences, academics and practitioner organisations. Contribute to strategic development and fundraising initiatives as appropriate. Position GNDR as a leading resilience network dealing with issues of disaster risk reduction, resilience and sustainable development.
## Person Specification

**Title:** Advocacy and Learning Coordinator

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<th>ATTRIBUTE / SKILL</th>
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| **EDUCATION / QUALIFICATIONS** | • Appropriate University Degree  
• Proficiency in written and spoken in English | • Academic qualification in international development |
| **EXPERIENCE** | • Experience in advocacy and knowledge sharing, including the development of advocacy and learning materials  
• Relevant experience in disaster risk management  
• Relevant experience in project implementation  
• Experience of working in civil society organisations  
• Experience of working with donors and UN bodies | • Understanding of Sendai Framework for DRR and other post-2015 frameworks  
• Experience of designing and implementing awareness raising campaigns  
• Experience of working with learning portals |
| **SKILLS/ABILITIES** | • Ability to think, plan, prioritise and organise in a clear and structured way  
• Flexibility and problem solving ability to work in a flexible, dynamic environment  
• Strong team player with good interpersonal skills  
• Ability to communicate clearly and passionately orally and in writing  
• Good ICT and computer skills  
• Willingness to learn and open to new ways of working | • Appreciation of project management tools and frameworks  
• Fluency in other languages, preferably French or Spanish |
| **PERSONAL QUALITIES** | • Comfortable in cross cultural communication with people from different backgrounds  
• Committed to GNDR’s values  
• Ability to work in a small team in an office environment  
• A calm, confident and welcoming manner  
• Good organisational and effective time management skills  
• Able to take initiative, work under minimal supervision and be flexible / adaptable  
• Able to travel overseas, at short notice if required | • Appreciation of GNDR’s values and principles |
INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work within the UK should apply.

Fixed Term Full Time Contract – Contract will be offered on a fixed long-term basis subject to available funding and satisfactory completion of six-month probationary period.

POST OF: Advocacy and Learning and Coordinator

Ideal start date: As soon as possible - position will be held open until vacancy filled

BASED IN: London, Teddington Office with regular international travel

OFFICE HOURS:
Five days per week: Monday - Friday
35 hour working week between 9.00am – 5.00pm with 1 hour for lunch
Flexible working hour options will be considered with core hours 10.00am - 4.00pm

ANNUAL LEAVE - FULL YEAR:
25 days per year
+ statutory bank hols

SICK LEAVE SCHEME:
Based on length of service - See GNDR HR Policies

NON-CONTRIBUTORY PENSION SCHEME:
For permanent staff members over 18 years old as follows
18 years old + - 10% of salary
50 years old + - 13% of salary
60 years old + - 15% of salary

NEW STAFF SERVICE:
6 month probationary period with 3 month mid-term review. Notice period 2 months

SALARY RANGE: £31,680 and £42,240 p/a
Salary will depend on the level of experience

APPLY:

To apply for this position all applicants must send a covering letter and resume (CV) to info@gndr.org with subject “Advocacy and Learning Coordinator”. Phone / Skype and/or Face-to-Face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates chosen for interviews will be contacted. Position will be held open until filled.