

Programme Officer: Equality and Engagement

The Royal Commonwealth Society (RCS) is seeking a Programme Officer to work on the Equality and Justice Alliance (EJA) programme: “Building fairer, more equal and more inclusive Commonwealth societies” and engage with the branches and networks of the RCS.

Background

During the Commonwealth Heads of Government Meeting in London in April 2018, UK Prime Minister Theresa May announced that the UK would support Commonwealth governments which want to reform laws that discriminate against women and girls and lesbian, gay, bisexual and transgender (LGBT) people. The Equality & Justice Alliance - a consortium composed of international NGOs: Human Dignity Trust, Kaleidoscope Trust, Sisters For Change, and The Royal Commonwealth Society - was formed to deliver this support. We have funding from the UK Foreign and Commonwealth Office of £5.6 million for a 2-year programme of work, and as a consortium bring expertise in advancing equality, addressing the structural causes of discrimination and violence against women and girls and LGBT people, and strengthening legal protections to build stronger and fairer societies for all. The EJA programme is engaging with Commonwealth leaders, governments, officials, experts and civil society actors to advance equality through three distinct ‘Outcomes’ of programme activity:

- Outcome 1. Supporting Commonwealth civil society organisations to work intersectionally and conduct advocacy to encourage their governments to undertake legal reform;
- Outcome 2. Convening a series of regional dialogues to build a better understanding of international standards and best practice, strengthen policy exchanges between civil society, officials and experts and build the case for legal reform;
- Outcome 3. Provide a range of legal and policy research tools and technical legal assistance and expertise to Commonwealth governments seeking to reform discriminatory laws, combat violence against women and girls, eliminate hate crimes and increase access to justice.

Job Description

Programme delivery

- Assist in the planning and execution of regional and pan-Commonwealth political/diplomatic dialogues and/or conferences and civil society convenings
- Liaise with Branches and Associate Fellows to keep them informed of RCS activities
- Ensure sound financial management of the programme by tracking budgets, correctly filing invoices and conducting project financial admin
- Administer programme logistics, including conducting travel and accommodation bookings, and liaising with programme staff and project participants as required
- Support the delivery of commissioned research and other external reports and products
- Conduct research tasks that support the delivery of programme activities

- Conduct rapporteur duties at programme meetings where needed and collate and edit minutes and notes to a high standard
- Support the in-country delivery of programme activities as required, including travel to the Commonwealth Global South as necessary

Organisational development

- Identify new streams of funding and work opportunities for the RCS that advance and expand our equality and inclusion agenda
- Support the completion of grant applications and funding bids
- Represent the RCS at relevant receptions, events and meetings with key stakeholders, including occasionally outside of normal office hours

Communications

- Commission and/or write blog content
- Update the RCS's social media account and website with engaging visual and written content that promotes our equality and inclusion work
- Maintain an up-to-date contact database

Support further RCS projects and programmes as required

- Any other reasonable duties as directed by the CEO.

Person Specification

We are seeking an individual with:

- Demonstrable experience in the workplace, ideally in a charity.
- A proven track record of high-quality project support.
- Strong administrative and organisational skills with good attention to detail.
- Experience of building and maintaining relationships across a range of backgrounds, cultures and interests.
- Experience of using social media platforms (e.g. Facebook, Twitter) as tools to market, engage and influence.
- A professional manner and excellent interpersonal skills.
- Ability to prioritise and manage a varied workload.
- Research and analysis skills.
- Ability to work independently and in a team, with a strong work ethic and excellent communication skills.
- Proficient and confident with IT; a good working knowledge of Microsoft Office.
- Understanding of, and a proven commitment to, advancing equality and inclusion for LGBT+ people, women and girls, and other marginalised groups globally.

Highly desirable characteristics include:

- A graduate or post-graduate degree, ideally in a related field.
- Knowledge of the Commonwealth and its systems and procedures.
- Experience of using web-based content management systems and databases, such as Salesforce.
- Some events organisation experience.
- A keen interest in international current affairs.

Application details

It is a fixed-term role from 3 October 2019 to 31 March 2020 at an annual salary of £23,000 plus benefits.

Please send a CV and a covering letter outlining your interest and how you meet the person specifications of the role to Doug Tweddle no later than Tuesday 17 September 2019. Interviews are expected to be held on Friday 20 September 2019.

We welcome proposals from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity, age or any other status.

Contact details

Doug Tweddle (douglastweddle191@btinternet.com)