

A strategic partnership of European NGOs

Working together for a just and sustainable world free from poverty and hunger

Vacancy Announcement

Alliance2015 Senior Programme Officer

Closing date: 18 March 2018 midnight CET

Application procedure: cv and cover letter with the position title and your own name in the subject to **jobs@localknowledge.be**

Alliance2015 is a strategic partnership of seven leading European INGOs initially constituted to increase contribution to the Millennium Development Goals, and now to the Sustainable Development Goals. Alliance2015 members cooperate in emergency preparedness and response, development programming, knowledge sharing and advocacy. Alliance2015 members work in 87 countries around the world with a combined total annual income of over €900 million, making Alliance2015 one of the largest European networks of development and humanitarian NGOs.

Job title:	Alliance2015 Senior Programme Officer
Reports to:	Alliance2015 Director
Direct reports:	None (under review)
Job location:	Brussels with frequent travel
Contract type:	2-year contract, renewable
Background:	This function has existed since 2010, and the ToR has evolved to fit the new requirements of the Alliance2015 hub, the strategic coordination office of the Alliance based in Brussels since March 2017. Essentially, the Senior Programme Office (SPO) works in close cooperation with the Alliance2015 Director, as a key member of the Alliance2015 team delivering the Alliance2015 strategic objectives together with the membership.
Job purpose:	The overall objective is to foster joint initiatives in programming (emergency and development), advocacy and fundraising. The role provides the key link between what the members do on the ground, with the structures of the Alliance and its outreach to its target audiences to increase its influence and impact. The SPO thus keeps strategy delivery grounded in the concrete work of the members and is a key conduit for strategy-relevant evidence and analysis to be processed from field to hub to external targets.
Main duties & Responsibilities	<p>General Alliance2015 management:</p> <p>The role provides the key linkage between the hub and the development, humanitarian and advocacy work of Alliance2015 members. This includes the following tasks:</p> <ol style="list-style-type: none"> 1) Maintain the overview of, and coordinate between and support the work of specific working groups, fostering an open and dynamic information flow between the groups and with the Alliance2015 team. 2) Keep updated with key relevant sector developments to help groups absorb them and define their priority and relevance to the achievement of Alliance2015 objectives. 3) Advise the Director on improvements to processes and approaches to achieve the Alliance2015 strategic objectives, in particular improved quantity and quality of joint programmes and associated fundraising 4) Support the preparation of the Annual Meeting in close cooperation with the Alliance2015 Director (lead) and the host agency.

	<p>Programming, Fundraising and Evidence-Harvesting Support:</p> <p>The key methodology to deliver on the role is through supporting the core Alliance2015 working groups, the Programme, Emergency, Advocacy and Communications Groups¹, and ensuring integration between them. The SPO also works with the other adhoc working groups (e.g. Food and Nutrition Security Group, Institutional Fundraisers Group, Security Group, Knowledge Sharing Group and HR group; and any others that may arise to meet a specific value-adding need). The SPO liaises with all groups, and supports them to ensure good coherence with the overall strategy and maximum linkages with the joint programming and overall relevant individual agency work at country level.</p> <p>More specifically, the SPO shall:</p> <ol style="list-style-type: none"> 1) Act as the key dynamic liaison point between the relevant substantive work of the members, and the Director’s positioning, representational, advocacy and fundraising functions in Brussels, within the framework of the strategy. 2) Act as the executive secretary of the Programme, Emergency and Advocacy Groups (supported by the intern where appropriate), and support those providing executive secretarial functions to the other groups, helping to ensure the follow-up and implementation of their decisions; maximizing synergies between groups; participating in the various groups’ meetings whenever possible and at least once a year and working closely with the A2015 Director to ensure maximum coherence and synergy. 3) Support the design, funding and implementation of quality joint initiatives between members. Support inter-agency cooperation to feed the delivery of the strategic objectives; devise and implement strategies to overcome the constraints for increased cooperation. This includes, e.g. supporting the development of joint emergency preparedness plans by Alliance member country teams. 4) Upon request from the Emergency Group with the Director’s approval, support Alliance2015 cooperation in the early phases of an emergency. 5) Undertake country/programme visits in support of points 3) and 4) above. 6) Develop and adjust tools to initiate, monitor and sustain cooperation between Alliance2015 members, and develop evidenced learning product(s) on how to support complex structures like the Alliance to deliver meaningful results. 7) Support and help Alliance2015 members to document and learn from cooperation initiatives, and to translate this into evidence for positioning and advocacy where relevant, as well as to support further cooperation towards delivering greater impact. This may include the coordination (with working groups and Alliance2015 Director where relevant) of studies, consultancies and position papers to support agreed Alliance2015 related objectives. 8) Advise the Programme, Emergency and Advocacy Groups on relevant policies, approaches and funding opportunities relating to Alliance2015’s strategic objectives; supporting groups’ analysis on EU funding trends and opportunities (identified by members and in Brussels), and supporting analysis of common EU-related issues facing members as part of the Alliance2015 team 9) Manage and oversee the use of Alliance2015 New Initiatives Fund (ANIF); ensure that all applications are analysed and processed rapidly. 10) Support the assessment and follow-up of applications to the Emergency Fund of Alliance2015 (EFA). 11) In all these tasks, liaise closely with the Director to ensure high quality information flow and optimal, flexible delivery on Alliance2015 objectives.
<p>Person specifications:</p>	<ul style="list-style-type: none"> • Educated to Master’s Degree level in relevant discipline • Minimum 10 years’ experience, with a significant portion of that in the field in humanitarian and development contexts, and at least 5 years at senior management level, including with advocacy responsibilities • Proven fundraising experience, including with EU mechanisms • Proven advanced skills in facilitation, and working effectively in multi-cultural and complex settings such as networks; high level of emotional intelligence/interpersonal

¹ With regards to the advocacy group, the SPO leads on field programme-related advocacy support; the Director on support related to EU and global advocacy issues). The Communications Group receives executive secretarial support from the Communications Officer.

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skills

- Exceptional conceptual and analytical skills
- Ability to think and operate innovatively, flexibly and strategically
- Excellent oral presentation and written skills
- Willingness to travel (approx. 40% time) to field locations and Alliance member HQs.
- Fluency in English is essential; and in French and any other Alliance member languages is an asset