

General Information

The Commonwealth Local Government Forum (CLGF) works to promote and strengthen effective democratic local government throughout the Commonwealth and to facilitate the exchange of good practice in local government structures and services. CLGF is recognised by Commonwealth Heads of Government as an associated Commonwealth organisation representing elected local government.

CLGF is a membership organisation, bringing together local government stakeholders - local government associations, individual councils and ministries of local government; academic, professional and research organisations can become non-voting associate members. CLGF has about 200 member organisations in 47 Commonwealth countries.

CLGF policies are agreed by the Executive Committee on behalf of the Board which is made up of elected councillors and ministers of local government from across the Commonwealth. A General Meeting of members is held every two years and this is linked to the CLGF Biennial Conference.

The organisation focuses on three key areas of work:

1. Promotion and advocacy of local democracy and decentralisation in the Commonwealth
2. International knowledge sharing of local government good practices
3. Practical capacity building for local government

These activities involve interacting with Commonwealth and other institutions, organising seminars and workshops and running projects and local government technical partnership programmes in accordance with the CLGF Business Plan Objectives.

Staff Structure

CLGF is a small, not-for-profit organisation, made up of 24 members of staff, of which 10 are based in the headquarters in central London; and the remainder in project/regional offices in Africa (Southern and West) Asia, Caribbean, and Pacific.

Contract Term: 18 months - extension subject to funding

Salary: Circa £34k per annum

APPLICATION PROCESS

Closing Date: **06 January 2020 at 1700 hrs**

Interview Date: **Week beginning 13 January 2020**

Applicants should preferably be a national of a Commonwealth country and have the **right to live and work in the United Kingdom**. Evidence will be required if you are offered the job.

Please submit a covering letter, together with a two-page CV to Recruitment@clgf.org.uk

It is important that your application letter addresses each point set out in the Person Specification for the post. Please do not submit an application if you do not meet the Essential Skills and Experience.

Shortlist: We are unable to communicate with all applicants and, therefore, if you do not hear from us by 20 January, please assume that your application has been unsuccessful.