



<b>JOB TITLE:</b>	<b>Networks Officer</b>
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<b>Reporting to:</b>	<b>CLGF Regional Manager - Caribbean</b>
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### **PURPOSE OF JOB**

- Be responsible for supporting and promoting the Commonwealth Women in Local Government Network.
- Support the development and strengthening of the Commonwealth Sustainable Cities Network.
- Provide communications support by identifying and sharing learning to enhance the visibility of CLGF's Networks.
- Coordinate with the CLGF Programme Team including regional programme staff for the successful delivery of the project.
- Undertake other functions as may be required.

### **MAIN DUTIES**

Reporting directly to the Regional Manager (CLGF Caribbean), but also working closely with the Programme Team in London and the regions, the Networks Officer will be responsible for supporting the planning and implementation of network activities, promoting better communications to ensure that the lessons learned within and across the network are shared widely, and to identifying ways in which the networks can continue to grow and develop to support the CLGF membership. The Networks Officer will identify project opportunities for network members and provide backstopping support to enhance the successful delivery of SGA2

### **Duties and Responsibilities**

1. Develop and strengthen the governance arrangements of the networks and provide technical support to the steering Committees to ensure the continued growth, development and visibility of the networks.
2. Develop annual work plans for each network and ensure they are successfully implemented and monitored.
3. Be responsible for animating the networks.
4. Provide research and technical expertise to the networks and organise network meetings and activities.
5. Work closely with the Programme Team and CLGF's Communications Manager to increase visibility of the networks, network members and their activities.
6. Work closely with the Programme Team and the Communications Manager to develop targeted communication materials, webpages and traditional/online learning materials to support the networks.
7. Oversee pilot projects linked to the networks.
8. Feed into CLGF's gender and sustainable urbanisation policy making.
9. Coordinate with the CLGF Programme Team and other programme staff in the regions of the Commonwealth, for effective project delivery.

## **General**

- Assist in the preparation and implementation of CLGF's events relating to the SGA2 including the biennial conference.
- Represent CLGF at outside events as appropriate.
- Maintain a good overview of current affairs and political developments in the Commonwealth, including developments relating to gender and urbanization.

## **PERSON SPECIFICATION**

### **Education**

Degree in Social Sciences, Town Planning, Gender Studies, Urban Development and Planning or other related field to the project.

### **Experience**

- a) At least 5 years professional experience, preferably relating to project delivery or network coordination, particularly within the local government, international development or voluntary sector. Experience of working on EC funded projects and understanding of EU regulations would be an advantage.
- b) Experience or working on projects or networks related to sustainable urbanisation or gender is essential.
- c) Knowledge of, and relevant experience of working in project delivery in the Caribbean, ideally together with some wider international experience would be preferred.

### **Knowledge and technical expertise**

- a) Strong networking skills, and the ability to maintain excellent communications with project partners and other team members, manage information effectively, organise own workload and work well under pressure.
- b) Able to work on own but also collaboratively as part of a team showing initiative and maintaining high quality outputs within set deadlines and targets.
- c) Experience of project coordination, monitoring, and evaluation.
- d) Technical knowledge and understanding of gender and sustainable urbanisation policy as it relates to local government.
- e) Understanding and interest in local government and the Commonwealth an advantage.
- f) Good interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
- g) Good administrative, written and oral skills.
- h) Knowledge of and ability to produce multi-media communications tools and learning materials an advantage.
- i) Good knowledge of Microsoft Office suite.

### **Other Competencies**

- Ability to work independently and as part of a team.

- Able to work under pressure and meet deadlines.
- Sensitive to working in a multi-cultural environment.
- Able to work effectively in a sensitive political environment and respect confidentiality.
- A good ambassador for CLGF and its work.
- Willingness and ability to travel.