



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Programmes Officer (Sport for Development and Peace)

Division: Economic, Social and Sustainable Development Division

Job Grade: Y (Young Professionals Programme)

Reports to: Head of Sport for Development and Peace Section

Location: London, UK

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for progressing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

Sport for Development and Peace in the Commonwealth

Commonwealth Governments have consistently recognised the potential for sport-based policies and development interventions to make a positive contribution to sustainable development. Accordingly, the Commonwealth Secretariat works to assist member countries to strengthen the link between sport, development and peace (building) and to strengthen national Sport for Development and Peace (SDP) policy direction and strategy. SDP is the intentional use of sport, play and physical activity as a viable, practical and effective tool to contribute to development and peace goals.

To support Commonwealth countries to advance SDP, the Commonwealth Secretariat undertakes policy analysis, delivers technical assistance projects focused on strengthen national policy frameworks and organises related events and high-level meetings, including the biennial Commonwealth Sports Ministers Meeting.

The Commonwealth Secretariat's SDP work contributes to the organisation's strategic objective for the people of the Commonwealth to "fulfil their potential with dignity and equality in a healthy environment". The SDP Section works across social policy areas, with a particular focus on engaging and empowering young people to meaningfully participate in political and development processes.

Young People in the Commonwealth

More than 60% of the population of the Commonwealth is aged under 30 years, and the Commonwealth sees young people (aged 15-29 years) as assets to their societies, with a proven capability to contribute to and lead change.

Accordingly, the Commonwealth Secretariat reserves a number of positions for Young Professionals.

Job summary

Reporting to the Head of SDP, the Assistant Programmes Officer will provide technical and logistical support across sport-related projects and events; undertake research and analysis to assist senior Commonwealth officials and member states to strengthen policy aimed at enhancing the contribution of sport to sustainable development; assist in the delivery of the Commonwealth Sports Ministers Meeting; and support the Commonwealth Advisory Body on Sport (CABOS).

Key Accountabilities

1. Contributes to the delivery of outcomes in the SDP work area, and thereby the Commonwealth Secretariat 4-year Strategic Plan.

Technical Work

2. Supports the effective development and implementation of SDP projects and programmes by:
 - Providing technical input to the design and delivery of SDP projects and programmes, specifically assisting in:
 - Planning, including development of concept notes, delivery strategies, budgets and M&E plans;
 - Monitoring delivery and effectiveness of delivery of projects and programmes, and recycling learnings back to staff for improved practice.
 - Reporting on results, internally and to external stakeholders and donors.
 - Providing technical input to M&E frameworks for key technical assistance projects to member governments.
 - Contributing to timely and accurate research on SDP trends, programme design, development, impact and examples of best-fit practice.

Current SDP programming includes technical assistance to national governments to strengthen SDP related policy, strategy and M+E frameworks; convening of major high level meetings and expert roundtables; delivery of consultations and capacity building workshops and events; and the development and publication of thought leadership materials.

3. Contributes to development of papers, speeches, presentations and talking points for senior staff.
4. Acts as the internal focal point for the Commonwealth Youth SDP Network (CYSDP) and coordinates its connections with other Commonwealth Youth Networks.
5. Promotes links and synergies between the work of the Commonwealth Secretariat, Commonwealth Advisory Body on Sport (CABOS), CYSDP, the Commonwealth Games Federation (CGF) and wider Commonwealth Sports Movement.
6. Represents the Commonwealth Secretariat in forums and meetings as delegated by the Head of SDP.

Administrative Work

7. Provides administrative support to the SDP team, including correspondence, procurement and payments.
8. Coordinates SDP meetings, events and workshops and provides logistical and event delivery support.
9. Assists in the organisation of the biennial Commonwealth Sports Ministers Meeting.
10. Provides secretariat support to the Commonwealth Advisory Body on Sport.

Other

11. Carries out any other appropriate duties as required for the efficient operation of the organisation in a continually evolving environment.
12. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

The Assistant Programme Officer role is for a two-year term, as a Commonwealth Young Professional. The position may involve some international travel.

Person Specification

This position is reserved for Young Professionals, so, to be considered, candidates must be 27 years or younger at the date of close of applications.

Candidates must also be a citizen of a Commonwealth country.

Education

- A strong bachelor degree or equivalent relevant to the role, such as public administration, public policy, international development or social science.
- Relevant professional training highly desirable.
- A relevant post graduate qualification highly desirable.

Experience - Essential

- At least one year of demonstrated work experience in a public policy-focused role either in sport, social policy or international development. The work experience may be gained through a combination of paid employment, volunteer, placement or internship positions.
- Sound and demonstrated knowledge of the use of sport in sustainable development (i.e. Sport for Development and Peace).

Experience - Desirable

- Experience in the development, implementation and monitoring and evaluation of policies and strategies to use sport as a tool for human and social development (i.e. Sport for Development and Peace).
- Sound and demonstrated knowledge of the social, environmental and/or economic dimensions of sustainable development.
- Demonstrated experience in stakeholder engagement
- Working in a developing country.
- Working in a Government, intergovernmental or international NGO organisation.

Skills

- High personal standards of excellence.
- Demonstrated commitment to Commonwealth values.
- Excellent:
 - Verbal and written communication skills in English.
 - Interpersonal skills.
 - Creative thinking and solution building abilities.
 - Strategic thinking and operational planning capabilities.
 - Analysis and synthesis skills
 - Administrative and organisational abilities, including an eye for detail.
- Numerically literate & technologically savvy.

- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

Competencies

Working with Others
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>
Communication
<p>Interacts and communicates effectively with internal/external contacts</p> <p>Ensures information is communicated to all the appropriate people</p> <p>Provides feedback to more senior colleagues effectively, providing justification where necessary</p> <p>Uses the correct method of communication, depending on the message and the audience</p> <p>Anticipates objections in dialogues and prepares convincing responses</p> <p>Writes reports and papers that are succinct accounts of key information</p>
Developing & Applying Professional Expertise
<p>Proactively identifies how to develop specialist knowledge</p> <p>Takes learning from previous experience and applies it appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
Respect for Diversity
<p>Works effectively with people from all backgrounds</p> <p>Treats all people with dignity and respect. Treats men and women equally</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group</p> <p>Identifies biases in systems & processes</p>

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs within defined cost and quality standard parameters

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others