

RESULTS

TB Europe Coalition Officer (37.5 hrs/week)

Job Description

About

Despite being preventable and curable, tuberculosis (TB) is the most significant infectious disease killer in the world. Under the UN Sustainable Development Agenda, the goal is to end the epidemic by 2030. However, in 2018, 10 million people developed TB and 1.5 million died of the disease. At current rates of progress, the end of the epidemic will not be reached for another 100 years at least. The TB Europe Coalition (TBEC) is a regional advocacy network working with civil society to end TB in the WHO European region.

TBEC's network is made up of around 215 civil society organisations and individuals from across 35 different countries in the wider European region, comprising Western and Eastern Europe, the Caucasus and Central Asia. Established in 2009, TBEC has grown rapidly and is now increasingly recognised as one of the leading voices of the civil society in the fight against TB across the region. TBEC has two key areas of focus: first, to support civil society organisations and activists in their advocacy role at national and regional levels, and second, to coordinate and carry out evidence-based TB policy advocacy at regional and international levels. The TBEC Officer leads on the delivery of all activities laid out in the EU CHAFAEA Specific Grant Agreement, for its final two years, which focuses on advocacy towards relevant regional bodies and capacity-building activities for civil society organisations in EU member states.

The TBEC Secretariat is split between the UK and Ukraine, with the legal entity being registered in the Netherlands. The team in London is hosted and managed by RESULTS UK. RESULTS UK seek to make change in the world through utilising a combination of grassroots advocacy, parliamentary advocacy, and policy advocacy to create the public and political will to end poverty. The TBEC Officer works closely with the RESULTS UK TB team, and is managed by the RESULTS UK Head of Policy Advocacy. The post holder will also work closely with RESULTS UK TB and policy teams. However, their work is focused on the TBEC strategy and EU CHAFAEA grant implemented on behalf of TBEC. They will work closely with the other staff members of the TBEC Secretariat, who are overseen by the TBEC Executive Director.

In the current climate, all staff members of TBEC and RESULTS UK work virtually. There will only be a staged return to the office when it is safe and appropriate to do so.

The role

The full-time TBEC Officer will be responsible for the advocacy and capacity-building of TBEC's EU-based members and will represent the TBEC Secretariat hosted by RUK in London. The role, alongside TBEC's other Secretariat staff, will be responsible for leading the delivery of TBEC's advocacy and research, and capacity building activities, ranging from online webinars to an online mentoring programme. When the global situation is safe to do so, they will also organise country-based workshops. The role will ensure the transparent, accountable and sustainable governance of the network. The Officer will task-manage the TBEC Coordinator, who is responsible for administrative management and communications.

We are looking for a proactive and organised team player, who is able to manage a variety of different tasks and projects. They will be able to manage their budget, ensuring that all project costs remain within those anticipated in the budget. The candidate will also have experience organising trainings (general events organisation experience will also be considered).

Main responsibilities:

The following responsibilities will be carried out in line with the work programme for the TB Europe Coalition and may alter over time in response to changes in the work programme. All activities will be carried out in close coordination with the RESULTS UK TB team and other staff members of the TBEC Secretariat, with the sign-off authority of the Secretariat Head (TBEC Director).

Advocacy and communications

- Providing high-quality input to and lead on, where appropriate, regional and global policy consultations as necessary.
- Representing TBEC on relevant coalitions such as the EU Civil Society Forum.
- Leading on *ad hoc* research projects on specific global health or TB-related topics.
- Writing policy briefs on key issues relevant to the TBEC membership.
- Co-leading on the development and implementation of TBEC's communications strategy, including the development of media toolkits, content for the website, etc.
- Overseeing the work of the TBEC Coordinator, including ensuring that all blogs and other communications are delivered as per grant requirements.

Capacity Building

- Organising training for TBEC members in EU member States to develop their skills as advocates. This encompasses both study visits in the UK and member countries when the situation allows, potentially in 2021. Until then this will refer to the provision of virtual training and creation of a mentoring programme.
- Organising webinars on topics relevant to TBEC members (contacting speakers, administration, etc).
- Co-organising the delivery of many of the capacity building and advocacy activities outlined in the European Commission grant, and/or TBEC strategic documents, for example, development of issue-specific policy and advocacy briefs.
- Organising proposal submission to and attendance of relevant conferences.

Network management and governance:

- Supporting the organisation of annual Board face-to-face meeting (e.g. research into appropriate virtual options for 2020 board meeting, input on agenda, taking minutes, etc).
- Facilitate quarterly TBEC Board conference calls, Oversight Advisory Committee calls, Executive Committee and Secretariat calls for governance bodies and liaison between the Secretariat and the governance structures (setting the calls, taking minutes and facilitating input on agenda issues).
- Support the coordination of the input from TBEC Secretariat and Board to governance documents such as TBEC strategy, communication plan, annual performance plan, etc.
- Supporting coordination across civil society organisations around relevant objectives, for example campaigns towards relevant EU bodies.

Grant Management:

- Leading on the project management of the European Commission grant, ensuring that deliverables and milestones are completed (e.g. webinars, policy briefs, capacity building activities).
- Monitoring and maintaining the budget of the grant to ensure that all activities are run according to plan.
- Supporting the EU Project Officer by providing information for periodic technical and financial reporting for the European Commission grant.

- Keeping accurate and complete records.
- Supporting the EU Project Officer in the development of grant proposal (e.g. planning activities) following the end of the SGA grant in 2021.

Person Specification

This role would suit someone with experience in an advocacy environment, who is looking for a varied role in which they are able to develop a range of projects and skills. They will need experience organising trainings or other events, and know how this can build participants' skills. Given the small nature of the organisation's Secretariat, it is vital that they are able to work on a variety of different projects and manage inter-cultural dynamics. A positive and enthusiastic attitude, as well as the desire to get involved, is encouraged.

This post is an excellent opportunity for someone who wishes to develop their understanding of the global health arena and support civil society advocacy. They will be able to work closely with a range of regional platforms, as well as advocates in the field across the region.

ESSENTIAL CRITERIA

Skills, knowledge and experience:

- Excellent English skills, with an ability to write clearly and succinctly.
- Degree in a relevant field (desirable fields may include public/global health, development, international relations/politics, but this can be flexible, depending on experience).
- Experience working or volunteering in an advocacy and/or capacity-building environment in the charitable sector
- Experience organising trainings (other event organisation experience will be considered)
- Experience of budget management. The post-holder will not have to create budgets, but will be responsible for their maintenance and will have to ensure that all the activities they run fit within the allocated budget.
- Experience of using social media platforms – Facebook, Twitter and blogs.
- Computer literacy (with Word, Excel, PowerPoint as basics).
- Excellent organisational skills with strong attention to detail.
- Strong interpersonal skills and the ability to communicate and collaborate with people from different backgrounds and cultures.

Personal Attributes:

- Well organised, ability to manage multiple projects simultaneously with minimal supervision.
- A high level of attention to detail.
- Ability to plan and deliver work to meet specific objectives.
- Ability to respond flexibly to changing priorities and work to deadlines.
- Ability to both lead and work well within a team and to work effectively with partners remotely, using webinar, Skype or other relevant technology, as required.
- Willingness and flexibility to work across a range of tasks and activities.
- Willingness and ability to travel within the region and worldwide, when appropriate.

DESIRABLE CRITERIA

Skill, knowledge and experience

- Good written and verbal communication skills in Russian which is the working language for much of the TBEC network. While it is possible to fulfil this role without, competence in Russian would greatly assist.

- Experience of working within a policy environment.
- Understanding of TB issues in the WHO European region.
- Experience using Wordpress.

RECRUITMENT PROCESS

Applications are judged in reference to the criteria laid out in the job description. Applicants are therefore asked to send a CV and covering letter stating their suitability for the role and demonstrating their appropriate experience as relates to the job description and person specification. The CV and covering letter should not be more than 2 pages each.

Applications should be sent to serian.carlyle@results.org.uk. Please use the subject line 'TBEC Officer – Surname, First name'. Your covering letter and CV must be attached as pdf or word documents. Each document should be no more than 2 pages.

We will shortlist after the deadline and contact shortlisted candidates as soon as possible. Due to limited staff capacity, we will only be able to contact shortlisted candidates.

Interviews will be held virtually on the 21st July. There is unfortunately only this available date for interviews.

Due to TBEC's Secretariat small size and limited funding, we regret that we are not able to offer support for visa applications. All candidates must therefore have the right to live and work in the UK. If you are made an offer of employment, this will be subject to verification of your eligibility to work in the UK before you are able to start, as per government requirements.

Equality, Diversity and Inclusion

At RESULTS UK, we believe in equality, diversity and inclusion, and that it should be the norm. As well as this being an issue of equality and fairness, we recognise that diverse and inclusive organisations are some of the most productive and impactful.

As an organisation, we are aware of the underrepresentation of certain groups and communities in our sector. These include - but are certainly not limited to - people from Black, Asian and minority ethnic (BAME), refugee and lower socio-economic backgrounds. We want to change this and are committed to playing our part as an organisation.

As a committed equal opportunities employer, we actively welcome applications from people of a wide range of backgrounds, skills and abilities, recognising the value that these different perspectives bring to our organisation.

If you would like an informal discussion about the role or have any questions, please contact the current TBEC Officer Serian Carlyle at serian.carlyle@results.org.uk. We are happy to answer any questions about barriers to access.

Terms and Conditions

The line manager for this role is the Head of Policy Advocacy.

1. Starting date

The position is available immediately.

2. Salary

This role is graded at a RESULTS UK Professional Level 26 with a salary of starting salary of £28262 per annum (pro-rata).

3. Hours of work

This post requires a working week of 37.5 hours (excluding breaks), calculated as equivalent to 5 x 7.5 hour days. These hours will be worked as agreed with the line manager and RESULTS UK are open to flexitime agreements, but some flexibility may be required to meet the needs of the job. There is no paid overtime but RESULTS UK has a TOIL policy for all staff.

4. Annual Leave

25 days per year plus bank holidays, increasing by one day per year of service to a maximum of 30 days (pro-rata). Three days which fall in the period between Christmas and New Year when the office is closed must be taken as annual leave. Holidays are earned in arrears.

5. Length of contract

Due to the nature of TBEC's grant funding, which is an annual process this is a full-time position for a fixed period until 31 December 2020. However, there is a likely possibility of renewal in 2021 subject to funding. The Officer will be involved in negotiations for future grants over the next year.

6. Probationary period

The employee will have a probationary period of three months.

7. Notice period

During the probation period: One week. After the probation period: One month

8. Sick pay

Staff are entitled to ten days of paid sick leave, then Statutory Sick Pay per annum.

9. Cycle Policy

Staff may receive a tax-efficient loan for the purchase of a bike, through which the final price of the cycle is lower than on the market. Details at cyclescheme.co.uk.

10. Season Ticket loan

Staff may receive a loan for the purchase of a travel season ticket.

11. Location

The post will be based in RESULTS UK's national office in 31-33 Bondway, Vauxhall, South London. The office has an excellent tube, rail and bus connections with the rest of London. Given the current situation, the role will begin working from home.

12. Pensions

Staff joining RESULTS UK are automatically enrolled in our company pension scheme unless choosing to opt out. A legally mandated minimum employee contribution applies, and all employee contributions to pension are matched 1:1 by RESULTS up to a maximum of 5% of gross salary.