VACANCY NOTICE

Director of Common Services and Innovation

**Job Title:** Director of Common Services and Innovation: Communication and Community Engagement

**Recruiter:** CDAC Network

**Deadline for applications:** 12 July 2020

**Terms of Employment:** 2-year contract, full-time, with the potential for a permanent contract. This is a senior CDAC Secretariat position and is subject to a six-month probationary period.

**Location:** Home-based. The CDAC Global Secretariat operates out of the UK.

**Salary:** £65,000 - £75,000

**Reports to:** Executive Director

This is a superb opportunity to join the CDAC Network in an exciting new, senior role. To be successful you will already:

- be a visible, experienced and creative leader with recognised professional credibility including with the private sector
- have had a career that demonstrates ability to drive and influence innovative change in an organisation or collective initiative,
- be passionate about effective community participation and accountability towards disaster-affected people using ground-up, creative Communication and Community Engagement approaches

In this position in CDAC’s new Secretariat structure, you would work closely with the Executive Director in leading and managing the operational and programmatic work of CDAC.

Established in 2009, we were hosted by founding members until 2017. Now, as a UK Charity and Company Limited by Guarantee, we are a growing platform of more than 30 members: UN, Media Development, NGOs, Red Cross/Crescent Movement and specialised agencies dedicated to making aid more effective through better communication, information exchange and community engagement. You will join the Secretariat team in helping to shape the new structure and strategy for this dynamic and unique Network; a tightly knit Secretariat that manages an Expert Pool of leading specialists on communication and community engagement.

**Responsibilities**

In this role, you will be responsible for:

**Leadership Support**

- Support the Executive Director in their strategic leadership role to achieve the following:
  - Deliver a strengthened and effective Member-focused Network with strong strategic partners
  - Support the CDAC General Assembly of Members to define and adapt a clear strategic direction for the Network
  - Lead Network Members and the Secretariat in the roll out of the multi-year corporate strategy, policy and plans to optimise the delivery of CDAC’s mission, ensuring effective corporate governance, and continuously improving CDAC’s performance
- Deliver a sustainable business model with a mix of funding from Members, institutional and private donors

**Management**

- Facilitate the delivery of CDAC’s strategy on Common Services for communication and community engagement disaster affected communities, working closely with members and partners
- Build alliances in the Network and wider sector around Common Services and National Platforms in situations of armed conflict and violence, natural hazards, and public health crisis
- Contribute to the design and management of CDAC Secretariat-facilitated collective projects, performance manage project staff in line with a clear work-plan and put in place effective budgeting, financial management and reporting processes
- Activate regular Community of Practice calls on in-country collaboration and monitor the Network’s response when a disaster strikes linking CCE policy and practice
- Be an active member of the Secretariat Senior Management Team

**Evidence-based Learning**

- Help to build a knowledge base of what works in innovation in communication and community engagement in the humanitarian system, one that builds on development processes
- Working with members, facilitate the development and design of innovative, ground-up programmes
- Create synergies for better learning between national platforms
- Help shape the strategic direction of CDAC’s work on inclusive technologies

**Advocacy**

- Advocate for systemic change in communicating and engaging with communities in the sector through evidence-based advocacy to donors and other gatekeepers
- Help shape the direction of the sector on: algorithmic accountability; inclusive technologies; and adaptive programming, among other

**Capacity Bridging**

- Advance capacity on communication and community engagement in the sector with an increased emphasis on local and regional surge capacity
- Engage with all CDAC Network Members to ensure their skills and commitment are brought to bear to deliver a well-resourced programme of work in line with the Network’s strategy

**Partnership**

- Lead by example in the development of a collaborative environment and strengthen the capacity of small, medium and large Network Members to collaborate with each other
- Broker and convene expertise to support Members and the Network to deliver key collaborative actions.

**External Relations**

- Leverage appropriate external expertise in the delivery of the Network’s strategy
- Develop business relationships and opportunities to support collaborative initiatives in order to scale up innovation outcomes that support the achievement of the World Humanitarian Summit Grand Bargain ‘participation revolution’, ‘localisation’ and ‘nexus’ agenda

**Representation**

- Represent CDAC at global fora, including but not limited to: IASC Results Groups, Grand Bargain Workstreams, the Emergency Telecommunications Cluster, and the Humanitarian Networks Partnership Week in Geneva.
- Contribute to CDAC events and act as a role model and champion for CDACs organisational values.
PERSON SPECIFICATION

Essential

- At least 8-10 years’ experience in humanitarian or development programme leadership and management, preferably with experience in one or more of the following thematic areas: communication, community engagement, citizen participation, media development, accountability towards affected people, or social accountability.
- Proven fundraising experience in initiating and maintaining donor relations, including in the private sector.
- Proven skills in partnership building, influencing and negotiation with a range of humanitarian or development actors from local and / or national government authorities to high-level policy fora.
- Demonstrated capacity to design, plan, manage and report on multi-agency projects, including in innovative programming.
- Ability to generate and effectively use programme learning to improve practice and support advocacy and communication.
- Solid financial management skills, the ability to oversee programme budgets and engage with and report to donors.
- Strong skills in inter-personal communication, able to work effectively with multiple stakeholders in a complex, multi-actor environment.
- Masters’ degree in international development, communication or related field, or equivalent combination of education and work experience.
- Must be fluent in written and spoken English.

Desired

- Coordination / facilitation / negotiation / influencing skills.
- Experience of working with the private sector.
- Skills in business development and in generating funding for projects.
- Extensive existing network of contacts in the development / humanitarian community.
- Substantive experience with one or more of the CDAC Network Member agencies.
- Second language an advantage.
- Experience with digital communication platforms and social media.
- Demonstrated understanding of different data collection methodologies.
- Experience with handling confidential/personal data.

Invitation to submit applications

We invite interested individuals to submit:
  a) A proposal application (max 2 pages): the proposal should address the required experience, key areas of responsibility, capacity, competence, and other relevant information on the ability to successfully deliver.
  b) CV
  c) Names and contacts of three referees.

Send applications to the following email address: recruitment@cdacnetwork.org

The email application subject line: "(Your name) & Director of Common Services & Innovation" in the subject line.
Essential Reading:

1. CDAC Network Brochure 2019 – ‘Who we are’
2. Strategic Plan 2016-2021 http://www.cdacnetwork.org/who-we-are/vision-mission-strategy/
3. CDAC (2017), The Role of Collective Platforms, Services and Tools to support Communication and Community Engagement in Humanitarian Action
5. Concept Note for CDAC 2020 events and Call for Idea: Accountability in the Age of the Algorithm: Championing Pathways to Inclusion in Tech Driven Futures
6. CDAC Tools and Resources – a comprehensive overview of all our key guidance documents.

Safeguarding: This post is subject to a range of vetting checks. In CDAC we will not tolerate any form of misconduct, including sexual harassment, exploitation and abuse. We have a code of conduct in place and are committed to creating a culture of integrity in the organisation where misconduct is not tolerated, situations of abuse are quickly investigated and perpetrators are dealt with effectively.

Find out more about CDAC at www.cdacnetwork.org or follow us on Twitter | Facebook | Youtube | LinkedIn | Communication is aid – click and see why.