



**Foundation for Women's Health  
Research & Development**

## **Job Description**

**Job Title: Youth and Advocacy Programme Assistant**

**Reports to: Head of Global Advocacy and Partnerships**

**Salary: £20,808 p.a.**

**Hours: 35 hours**

**Duration: 12 months (with possibility of renewal, subject to funding)**

### **Job Purpose**

The Programme Assistant will work with the Head of Global Advocacy and Partnerships to assist in the implementation of partnership projects in Africa and support the FORWARD youth team on campaign and advocacy action in relation to youth leadership and gender based violence. The role is a great opportunity to build relationships with Africa partners assisting the Head of Global Advocacy and Partnerships at the various steps of programme implementation. You will work with key FORWARD youth structures including the Young Women's Advisory Panel and the Youth Hub. You will also provide assistance in fundraising for projects and get involved in sharing lessons from our programmes through social media and policy briefs.

### **Key Responsibilities**

#### **1. Youth leadership development and engagement**

- Assist in the development and delivery of some training modules to young people in particular youth leadership and empowerment training
- Support FORWARD established youth consultation structures [including the YWAP and youth hub] to ensure that they are effectively representing the voices of the youth and influencing FORWARD's programme development and policy advocacy
- Provide administration support to the TuWezeshe Fellows to implement their social action projects (SAP) to maximise their impact
- Support the work of the TuWezeshe Mentors to the Fellows in enabling them achieve the objectives of the project
- Support meetings and events of FORWARD Fellows and other young women that FORWARD works with including the young women's hub

#### **2. Policy and advocacy**

- Support campaign and policy related activities within the ADAP Team
- Provide administrative support to the African Diaspora Women's Network including scheduling meetings and policy activities with key stakeholders

- Undertake desk based research to support the development of FORWARD's policy and advocacy activities on the issues that affect (particularly) girls and young women
- Undertake other influencing work such as attending meetings with key external stakeholders, e.g. GAD Network and other networks and NGOs working on VAWG, Gender Equality and Parliamentarians
- Assist FORWARD staff in preparing presentations and briefings for internal and external audiences

### **3. Monitoring, Evaluation and Learning**

- Support and advise Fellows in monitoring their SAP activities outcomes
- Assist in the organization of regular progress meetings with Fellows, YWAP and Youth Hub
- Support the regular sharing of findings with FORWARD staff, implementing partners and primary stakeholders through contributing to reports, articles and the FORWARD website
- Assist Head of Evidence and Knowledge Management in collecting and managing high quality FORWARD-generated evaluation and learning reports and ongoing analysis and reporting of appropriate data

### **4. Partnership, coordination and communication**

- Arrange and participate in regular skype and other meetings with TuWezeshe partners to communicate on project details especially in relation to TuWezeshe the social media content, and on the Fellows issues
- Identify courses of action to partners and line management
- Assist with the fund disbursement to Fellows and ensure quality implementation of Social Action Projects
- Support partners to develop work plans in line with project schedules
- Support sharing of information and communication of partner programmes at regional and UK level

### **5. Fundraising and project development**

- Support the design and development of project proposals for Africa programmes
- Help identify potential funding for projects in line with FORWARD's strategic plan

### **6. General responsibilities**

- Undertake any general enquiry work; advice and support where needed
- Comply with FORWARD's Equal Opportunities and Health and safety policies
- Abide by organisational policies, code of conduct and practices
- Attend relevant training in order to fulfill the requirements of the job
- Be proactive in keeping up to date with developments affecting your work by improving personal competence through professional development
- Maintain high standards of conduct and personal integrity

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

## Person Specification PROGRAMME ASSISTANT

CRITERIA	Essential	Desirable
<b>EXPERIENCE</b>		
At least 1 years' experience of working on gender and development issues affecting women and girls in Africa	√	
Experience of working with international NGOs in development,		√
Experience of monitoring and evaluation including developing and implementing M&E systems, data analysis and reporting, developing monitoring and evaluation tools performance indicators		√
Experience in institutional fundraising and reporting to donors		√
<b>SKILLS &amp; ABLITIES</b>		
Strong analytical skills	√	
Good communication skills including verbal and written reports and presentations	√	
Problem solving skills and techniques	√	
Project management skills		√
Strong numerical skills, IT skills and database management		√
Ability to design materials and resources for partners		√
A team player, able to work in a collaborative way	√	
Ability to work effectively with local partner organisation staff, senior managers, consultants and a variety of other stakeholders, both internal and external	√	
<b>KNOWLEDGE</b>		
Understanding of international development issues and rural and social issues in Africa	√	
Monitoring, evaluation and learning methodologies and research including use of participatory, qualitative and quantitative techniques		√
Sound knowledge of accountability issues including value for money, good practice, processes and initiatives with the development sector		√
Budgets and budget processes		√
Familiarity with and supportive attitude towards processes of strengthening local organisations and building local capacities for self-management	√	
Knowledge of an African language will be ideal		√
<b>QUALIFICATION/OTHER REQUIREMENTS</b>		
Graduate degree in/or a field related to development international development, or relevant field preferred and/or management and experience in field research	√	
Commitment to the values and vision of FORWARD and tackling equality and diversity issues	√	
Willingness to travel to Africa		√
Willingness to work some evenings and on weekends.	√	