**JOB DESCRIPTION**

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| **Job Title:** | Head of Network Coordination & Development |
| **Job Grade:** | National/ Expatriate Accompanied |
| **Preferred Location:** | Ethiopia/ Kenya/ Mozambique/ Tanzania with extensive regional travel (up to 50%) |
| **Contract Length:** | 3 years (with possible extension), accompanied post |
| **Responsible To:** | Regional Director |
| **Responsible For:** | Ageism Campaigns Coordinator (partner), International & Regional Policies Coordinator, Communications Coordinator, Programme Officers- Network support |
| **Key Relations** | Regional Heads of- Programmes, Head of Finance & Operations, Country Directors, UK Director of Programmes, Director Network Coordination, Advocacy and Communications, Head of global Advocacy and Aging, other London and region based senior team members |

**Background**

HelpAge International (www.helpage.org) is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions. To achieve this, we recognise that we need to widen our network and transform how we enable and empower our members to collaborate, strengthen and learn from each other.

In Africa Region we will deliver this through a combination of programme, policy and communications work focused on our core themes of social protection, health and care.

HelpAge International is going through a period of exciting organisational change, looking at positioning itself robustly as an organisation that works with and influences through a strong network of organisations. One of the key changes is having reduced number of regions and countries globally where HelpAge has full operational presence. Accordingly, two regional offices in Africa have been combined into a single regional office (located in Nairobi), and a corresponding regional management/ technical structure that provides Africa wide overview and leadership. A process for staff re-organisation and transition has been ongoing since September 2016 and will be completed before March 2017. Through much of 2017, the Africa team will work together to shape the network of partners on the issue of ageing as well as review and reposition engagements (as necessary) to effectively deliver the organisational theory of change.

**Job Impact**
The role Head of Network Coordination & Development Programmes is expected to impact and influence in the following critical areas.

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| Develop & deliver HelpAge network development strategy across the Africa region | Develop and coordinate a strong Africa Age Network with diverse members | Strategic and long term fundraising to sustain and grow the work of Africa Age Network |
| Identify areas of policy and practice shift needed within HelpAge Africa region to enable work as a network | Develop and manage a performing team and ensure cross-function collaboration | Instutionalise systems within the network for learning on thematic engagement |

## SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

### Strategic development
- Lead development of regional network development strategy and related plans, ensuring members are represented in a structured way in regional and country planning.
- Provide network development perspective to development of other organisational strategy and planning documents, e.g. country and thematic plans.
- Contribute to global level planning processes to strengthen network development led by the Director of Network, Advocacy and Communications.
- Create opportunities for network members from the Africa region to contribute to global level strategic planning initiatives.
- Ensure HelpAge staff members within the Africa region are clear about how to integrate network members into the planning, delivery and monitoring of their work.

### Network coordination
- Establish strong mechanisms to ensure regular communication between HelpAge and network members across the region.
- Support network members to learn, exchange information and work together on relevant strategic issues, e.g. developing policy positions in a particular thematic area.
- Establish mechanisms for network members from the Africa region to connect with network members in other regions in their priority areas of work.
- Facilitate linkages between network members and other stakeholders such as government line ministries, universities or private sector where HelpAge is positioned to broker relationships.

### Accountability to network members
- Contribute to the shaping and roll out of the new membership model for the HelpAge Global Network and ensure existing and prospective members are clear about the benefits.
- Ensure appropriate mechanisms are in place to collect feedback from members about HelpAge International's work and share this feedback internally.
- Regularly review how well HelpAge coordinates with network members in the region and ensure Regional SMT are aware of key recommendations to improve performance.
- Share two-way communication between HelpAge International Board and network members.

## Communications and knowledge management
- Ensure communications work across the region is planned and delivered in ways that strengthens the profile and work of members in their own geography.
- Ensure HelpAge International's own reporting and communications profiles the work of network members.
- Ensure regular updates are shared between network members in the region and that network members have access to relevant global communications.
- Contribute to the development of global level work to set up systems to manage key resources on behalf of the wider network (e.g. research reports, evaluations, communications assets).

## Capacity building
- Establish a database containing key information on capacities of network members within the region (technical, project management, policy etc).
- Develop a regional capacity building plan tailored to the needs / interests of network members across the region.
- Develop special capacity building projects for different types of members where appropriate, e.g. leadership programmes, technical training packages, training on effective campaigning techniques etc.
- Facilitate connections between network members in the Africa region with relevant HelpAge expertise, or expertise of other network members, in support of meeting capacity building objectives.

## Resource Development
- Lead development of fundraising for network activities in the region.
- Work with resource development and other teams to develop proposals for network activities.
- Provide support to network members in carrying out their own fundraising.

## Advocacy and Campaigning
- Support the Regional Director in representing the HelpAge Network externally.
- Manage advocacy and communications staff and ensure their day to day work engages network members e.g. in the design and delivery of campaigns such as the forthcoming Campaign against Ageism)
- Build and promote the extension of the Age Demands Action (ADA) platform to facilitate strategic advocacy and campaigns initiative e.g. spike dates for ADA and the Ageism Campaign
- Provide support to network members' own advocacy and campaigning activities at national and regional level where relevant, e.g. through sharing experience from other contexts.

## PERSON SPECIFICATION

| Senior Management | Technical/ Job Related |
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| - Proven leadership skills and the ability to manage, motivate and inspire a diverse regional team<br>- Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy<br>- Extremely strong communication, negotiation and representational skills and ability to work at a regional level | - Proven experience in development and implementation of relevant strategies<br>- Experience in successfully developing networks and / or innovative partnerships<br>- Extremely strong communication, negotiation and representational skills and ability to work with partners at different levels- CBOs to Governments<br>- Flair and liking for collaborative working, and ability to combine |

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| - Superior numeracy and information analysis skills<br>- Representation skills at regional and global forums | direct line management with working within a decentralised, matrix management structure.<br>- Experience in coordinating CSO and network capacity building<br>- Project and budget management skills<br>- Substantial experience of international development and/or humanitarian work, including both at regional and field levels<br>- Understanding and experience of humanitarian and development issues in the Africa region<br>- Proven fundraising skills and the ability to positively influence donors |
| Behavioral Competencies<br>- **Results Orientation** towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work<br>- **Working with others**, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs<br>- **Leading Others** by defining organisational and team's vision, supporting development of team members<br>- **Self-Management,** by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills | Others<br>- Ability to engage, seek and provide clarity and deliver on issues that are not always clear<br>- Previous experience working on issue of older persons a strong advantage<br>- Willingness and interest to work with a network focussed approach, engaging with, supporting and maximising on potential of network members<br>- Language skills |

## REGIONAL FOCAL PERSONS- GENDER, DISABILITY AND ACCOUNTABILITY

HelpAge International, Africa region is currently looking for staff members who are interested and able to take on the role as focal points for (1) gender, (2) disability and (3) accountability. These themes are identified as organizational priorities and relevant policy frameworks and guidelines have been developed for the same. While having full time, dedicated persons delivering on these roles will be useful, these are not expected to be full time roles, but rather an opportunity for staff to provide leadership on issues they have experience on and are interested in. However, the focal points will be able to include delivery of this role within their performance objectives and thereby committing time and effort in delivery of the same. The person will also be able to interact with across a cross section of the organizational leadership within the region and UK office to share information as well as to influence on broad policy issues concerning the theme.

**Some of the broad responsibilities as focal points involve the following**.

- Understanding of the relevant organizational guideline/ framework
- Discussing ways in which the issue is currently being looked at/ integrated in organizational priorities
- Identify specific activities/ approaches that can be implemented to ensure integration of the issues
- Develop and work with a group of champions within the country teams and network members on the issues
- Provide broad guidelines to teams on ways in which issues can be integrated
- Organize and coordinate training for staff
- Scheduling calls within the region to discuss the issues and updates
- Providing a report every 6 months (format and metrics to be developed)

**Person Requirement**
- Demonstrable past experience on the specific issue
- Knowledge on various organizational 'good practices' on integration of the issue
- Ability and willingness to coordinate with team members within the region and provide team members with technical support necessary
- Passion and personal interest to further the issue within the region
- Ability to influence others through support, sensitisation and factual advocacy