

Job Description

Post:	Regional Secretariat Coordinator, Latin America and the Caribbean
Salary:	USD 4,000 per month
Location:	Bogota, Colombia
Contract type:	2 year fixed term (with possibility of extension)
Reporting to:	Director Network, Advocacy and Communications
Responsible for:	Regional Resource Development Officer Regional Communications Officer Three sub-regional network Officers (managed within network members) Other regional staff (to be funded)
Key relationships:	Network members and partners in the region Global Network Coordination and Development Team Directors group

Background

HelpAge International 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.

At the core of this network are the civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, 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, policy makers, the private sector, and academic institutions.

HelpAge International is changing its mode of working in the Latin America and Caribbean region. The historical mix of operational programmes and advocacy conducted by and with network partners is ending with the closure of existing country programmes in Jamaica, Bolivia, Haiti and Colombia during 2016 and 2017.

As of March 2017, there will be a regional secretariat with the following functions:

- Regional network development, including new alliances and partnerships.

- Support to campaigning and advocacy, including coordination across sub-regions.
- Information and communication support within the region.
- Outward communication beyond the region to the rest of the HelpAge network
- Knowledge management; monitoring, evaluation and learning.
- Resource development for network activities.
- Facilitation of technical support in thematic areas of work

There will be three sub-regions, Central America and the Caribbean; the Andean region; and the Southern Cone (including Brazil), each of which will have a network focal point embedded in a partner and paid 50% by HelpAge.

Job Purpose

The Regional Coordinator will be responsible for advancing the above agenda and will manage the secretariat. She/he will be responsible for developing a strong network in the region and for ensuring that it contributes to the wider work of HelpAge.

Key Responsibilities

- Provide leadership to the development of a stronger and more diverse network in the region that is able to contribute towards the wider global network. Coordinate activities with HelpAge Global Ambassadors and Board members in the region, e.g. invitations to speak at relevant conferences.
- Develop, promote and support regional and sub-regional advocacy agendas with the active participation of network members. Ensure that the voice of older people themselves is represented in those agendas through initiatives such as the Age Demands Action campaign.
- Manage and support the work of the three sub-regional network officers
- Provide a strong communication function across the HelpAge network both in the region and beyond including a pool of information resources
- Lead regional participation in the development of HelpAge global strategies or plans, including participation by network members; and to develop and report on annual plans and budgets for the region. Be a key member of the HelpAge Global Network Coordination and Development Team.
- Raise the profile of ageing issues and the work of HelpAge International with key donors and strategic partners in the region and beyond in support of new fundraising opportunities.
- Facilitate resource development for network members including recovery of the costs of the secretariat
- Coordinate a pool of technical expertise for network members in key thematic areas drawn from HelpAge's own resources, from network members or externally.

- Ensure that technical knowledge, information and learning drawn from the LAC region are shared both within the region and more widely within and outside HelpAge
- Manage the regional secretariat, including staff, finances and legal issues.
- Ensure that any project activities for which HelpAge is accountable are properly managed

Person specification

Essential

1. Substantive experience in successfully developing networks and / or innovative partnerships
2. Proven experience of pursuing advocacy agendas at different levels including municipal and national governments and multi-lateral bodies
3. Understanding and experience of humanitarian and development issues in the LAC region
4. Demonstrated ability to work with and develop networks of independent organisation
5. Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy
6. Strong communication, negotiation and representational skills and ability to work at a regional level
7. Representation skills at regional and global forums
8. Financial numeracy and ability to manage budgets
9. Fluency in spoken and written English and Spanish
10. Willingness to travel widely in the region
11. Ability to operate within an administratively self- servicing environment

Desirable

12. Demonstrable experience across the three sub-regions
13. Demonstrable experience in leading the development of a new structure or organisation
14. Previous experience working on older persons issues
15. Fluency in Portuguese and/or French