

JOB DESCRIPTION

JOB TITLE:	Strategy and Planning Advisor
LOCATION:	London, UK
CONTRACT:	Fixed Term for 6 months
RESPONSIBLE TO:	Chief Executive
DEPARTMENT:	CEO office
GRADE & SALARY:	E
KEY RELATIONSHIPS:	Board of Trustees, Directors Group, Heads of teams, regional Heads of Programmes

BACKGROUND

HelpAge International's vision is one of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the Secretariat of the HelpAge network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

HelpAge's goal is global change. We want a world where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

JOB PURPOSE

- To facilitate the HelpAge International strategy review and refresh process in 2017/18 across the organization and network, to deliver a revised strategy and a draft organisational business plan.
- To lead the organisational planning for a HelpAge International global staff conference in 2017/18 working with an internal steering group.
- To ensure clear communications with internal and external stakeholders throughout, prior, during and post process to ensure clarity of steps, areas for engagement and outputs.

AREAS OF RESPONSIBILITY

Strategy review

- Coordinate and facilitate the strategic review through to completion engaging HelpAge International network, Regional hubs, country programmes, board, partners and older people.
- Determine the most effective mechanism to engage with internal and external stakeholders throughout the process.
- Create, share and use knowledge and learning to drive HelpAge International

Strategic review

- Develop and nurture relationships with network members, partners and OPAs to enable an effective strategic review and refresh process
- Scan the horizon, work with peers across the organisation, network and sector to consider and determine future trends that could potentially affect HelpAge International's work negatively or positively.

Global Conference

- Engage with the external facilitator and the steering committee to deliver a HelpAge International global staff conference in September 2017.
- Contribute to design, preparation and delivery of the global conference in line with the project plan to be developed
- Organise and facilitate scheduled meetings and / or conference calls for steering committee and Regional Directors as required to provide input
- Consult actively with other colleagues to inform the design and preparation of the event, and ensure relevant feedback is flagged with other steering committee members
- Work with communications team and the steering committee to develop and circulate pre-conference materials as needed
- With the external facilitator oversee the organisation of the conference delivery / facilitation sessions
- Ensure documentation of session outputs and drive any post-conference review / lesson learning exercises.

Communications

- Support the Regional Hubs to engage with both country programmes and network members within the region ensuring HelpAge's strategy review parameters are understood
- Disseminate regular updates through different approaches internally and externally to make certain all stakeholders are fully aware of developments and opportunities to engage.
- Provide regular online and face to face opportunities for staff at each of the regional hubs to go through questions and answer sessions on the strategy review process and the conference
- Design and roll out a communication plan for the revised strategy and conference outputs across the network and the organization once completed and finished.

PERSON SPECIFICATION

Essential:

- Experience at having successfully designed and delivered a strategy and/or an organisational design process
- Involvement in designing and managing the delivery of a major organisational change programme.
- Demonstrable strategic and creative leadership, management and coordination skills in a network setting.
- Experience of planning, driving and/or managing people and major projects.
- Proven experience of cross-functional management including international operations, support functions, engagement across a range of audiences and disciplines.
- Advanced understanding of management roles and dynamics in small and large organisations
- High-level representation, communication and influencing skills.
- Flair and liking for collaborative working, and ability to work in a decentralised, matrix management structure

- High level understanding of fundraising, brand & communications and programs
- Excellent planning, organisational and administrative skills.
- Excellent oral and written communication skills, including fluency in written and spoken English.
- Commitment to the goals and values of HelpAge International, and a deep empathy and enjoyment working with older people
- IT skills of a good standard (including WP, spreadsheet and database)
- Able and willing to travel overseas

Desirable:

- Fluency in another language.
- Knowledge of ageing issues in an international development context.