

JOB DESCRIPTION

Job Title:	Regional Head of Partnership Mobilisation and Engagement
Job Grade:	National
Preferred Location:	Any country in Africa; with extensive regional travel (up to 50%)
Contract Length:	3 years (with possibility of extension)
Responsible To:	Africa Regional Director
Responsible For:	International & Regional Policies Coordinator, Regional Communications Coordinator, Programme Officers - Network support, Ageism Campaigns Coordinator (partners/members)
Key Relations	HelpAge network members and partners in the Africa Region, Africa Regional Head of Programmes, Africa Regional Head of Finance & Operations, Africa Regional Resource Development team, Africa Country Directors, Regional Humanitarian Coordinator, Global Head of Strategy Delivery and Transformation, Global Head of Network Coordination and Development, Director of Network Coordination, Advocacy and Communications, Director of Global Impact and Resource Development, Head of Global Advocacy and Ageing, Heads of Country Age Networks and SARAN, Heads of network members and partners in Africa

Background

HelpAge International (www.helpage.org) supports a 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. The global network was established in 1983, founded by five organisations including HelpAge Kenya, that believed a global secretariat was necessary to link up and learn from civil society working with older people on ageing issues as demographic ageing began to emerge. Since 2002, the network has brought together over 157 organisations across more than 90 countries of which 37 are African members working in 23 countries.

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 recognised that we need to widen our network and partnership and transform how we enable and empower our network members and partners to collaborate, strengthen and learn from each other. In the 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, violence, neglect and abuse and humanitarian work.

Job Impact

The role, **Regional Head of Partnership Mobilisation and Engagement, Africa** is expected to impact and influence in the following critical areas.

SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

Strategic development

- Lead development of regional network development related plans, ensuring members and partners are engaged 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 and development of ideas and strategies to strengthen network development led by the Director of Network, Advocacy and Communications.
- Create opportunities for the Africa Region network members and partners to contribute to strategic planning and review at all levels through their experience and learning sharing.
- Ensure HelpAge staff members within the Africa region are clear about how to integrate network members and partners into the planning, delivery and monitoring of their work.
- Monitor, learn and share these experiences with others across the region and beyond.
- In line with our localization agenda¹ and our commitment to work with, through and for the network and partners, support and monitor the HelpAge Africa Regional programme so that it is increasingly delivered through network members.
- Active engagement with the Africa Leadership Group, the global leadership team and appropriate cross organizational working groups which will be established during the first year of the new 2030 Strategy.

Network development and coordination

- Work to grow the HelpAge Network in Africa with a view to having at least one network member in each country.
- Working through relevant network members and other partners, support national ageing platforms in their advocacy and influencing agenda and catalyze the creation of national ageing platforms in priority countries where they do not already exist.
- Develop, grow and monitor communication between network members across the region. Evidence of collaboration and learning between network members and partners is a key indicator for evidence of working as an effective network.
- Establish mechanisms for network members and partners from the Africa region to connect with network members in other regions.
- Support the establishing of regional thematic learning groups around the key priority issues that are in the HelpAge 2030 Strategy in which network members and HelpAge itself can learn, exchange information and work together e.g. on developing policy positions and joint advocacy work on a particular thematic area, sharing ideas and innovations, etc.
- Wherever possible, facilitate and catalyze linkages between network members and other stakeholders such as government ministries, academic institutions, UN and AU bodies, and private sector.

¹ HelpAge International 2030 Strategy: Ageing in a just world: *'as an organisation we are committed to localising and focussing our efforts on working with, through and for network members and other actors'*

- In line with our 2030 Strategy key organizational priority to 'inspire a movement for change', link with, learn from and support the growth and development of network 'building blocks'; e.g. sub-regional networks such SARAN (the Southern Africa Regional Ageing Network); national ageing platforms/networks such as MANEPO (the Malawi Network of Older People Organisations), regional thematic issue working groups, HelpAge International Country Offices and other movements and networks of older people.

Accountability to network members and partners

- Contribute to the shaping and roll out of the new 2030 strategy approach which has the HelpAge Global Network at its Centre²: Our role going forward will be as supporter, convener and thought leader.
- Ensure appropriate mechanisms are in place to collect feedback from members about HelpAge International's work and share this feedback internally. Conversely ensure processes are in place to learn from and share with others internally and externally the experience and knowledge and information regarding the work of network members.
- Ensure that the information and sharing is uploaded regarding interaction with members and that the network database is regularly updated.
- Regularly review how well HelpAge communicates, coordinates and collaborates with network members in the region particularly in terms of the transformation to a new approach of support, convene and thought leadership. Ensure Regional Leadership Team (RLT) are aware of, and respond to, key recommendations to improve performance.
- Input to the development of a network engagement and governance strategy which is being developed for the HelpAge board approval and support work to introduce an approved approach in the Africa region.

Communications and knowledge management

- Ensure communications work across the region is planned and delivered in ways that strengthen the profile and work of network members and partners in their country, the region and globally.
- Ensure that HelpAge International's own reporting and communications profile the work of network members and partners; e.g. the Africa newsletter and the new website which is under development should be network facing.
- Ensure regular updates are shared between network members and partners in the region and that network members and partners access 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 etc).
- Ensure that Africa communication inputs to the design, development and implementation of the new 2020-2021 global Communications Strategy.
- Ensure delivery of high-quality content for resource development at all levels.

Capacity building

- Support the network database and ensure that it contains key information on capacities of network members and partners within the region (technical, project management, policy etc).
- Develop a regional capacity building plan tailored to the needs / interests of network members and partners 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.

² : 2030 Strategy: 'Over the next decade we will grow and strengthen the network and our work with Partners, inspiring a broad movement for change which will put population and individual ageing at the heart of development and transform the lives of older people'.

- Facilitate connections between network members and partners in the Africa region with relevant HelpAge expertise, or expertise of other network members and partners, in support of meeting capacity building objectives.

Resource Development

- Work with the Africa Leadership team, the Resource Development team and the network members to develop fundraising for network activities in the region.
- Work with resource development and other teams to develop proposals for network and partners' activities.
- Provide support to network members and partners in carrying out their own fundraising.

Advocacy and Campaigning

- Support the Regional Director in representing the HelpAge Africa Regional Network externally.
- Manage advocacy and communications staff and ensure their day to day work engages network members and partners.
- Support the regional and country offices, partners and network members to grow and develop the Age Demands Action (ADA) and other initiatives which facilitate strategic advocacy and campaigns initiatives, e.g. the ADA Ageism Campaign.
- Provide support to partners and network members' own advocacy and campaigning activities at national and regional level where relevant, e.g. through sharing experience from other contexts.

PERSON SPECIFICATION

<u>Senior Management</u>	<u>Technical/ Job Related</u>
- Proven leadership skills and the ability to manage, motivate and inspire a diverse regional team - Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Superior numeracy and information analysis skills - Representation skills at regional and global forums	- Proven experience in development and implementation of relevant strategies - Experience in successfully developing networks and / or innovative partnerships - Extremely strong communication, negotiation and representational skills and ability to work with partners at different levels- CBOs to Governments - Flair for, and commitment to, collaborative working, and ability to combine direct line management with working within a decentralised, matrix management structure. - Experience in coordinating CSO and network capacity building - Project and budget management skills - Substantial experience of international development and/or humanitarian work, including both at regional and field levels - Understanding and experience of humanitarian and development issues in the Africa region - Proven fundraising skills and the ability to positively influence donors

<u>Behavioral Competencies</u> - Results Orientation towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work - Working with others, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs - Leading Others by defining organisational and team's vision, supporting development of team members - Self-Management, by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills	<u>Others</u> - Ability to engage, seek and provide clarity and deliver on issues that are not always clear - Previous experience working on issue of older persons a strong advantage - Willingness and interest to work with a network focused approach, engaging with, supporting and maximizing on potential of network members - Language skills
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