

Global Adviser – OPA Development

Location	Global
Department	Global Impact
Reports to (Line Manager)	Portfolio Lead, Society For All Ages
Grade	Grade E or equivalent according to location / type of contract
Contract Type	Full time, fixed-term secondment for 12 months

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localisation agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localise our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners – across all our humanitarian and development work.

Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain relationships at the national level to build collaborations and support others to set their own agendas.

Older People’s Associations (OPAs) have been at the core of HelpAge’s work across regions and portfolios and have grown in their appeal and acceptance from governments, UN agencies, CSOs and older people themselves, given their crucial role as building blocks for inclusive community-based development that enhances

older people's voice and rights, and for addressing the opportunities and challenges of ageing societies.

About the Department / Portfolio

The Global Impact Department contributes to the 2030 Strategy as follows:

- To achieve positive impact on well-being, dignity and the voice of older people by inspiring a movement for change, through implementing the strategic approach of support, convene and thought leadership.
- Leading, advocating and partnering on initiatives that support and transform systems, challenge attitudes and social norms, and influence laws, policies and practice at national, regional and global level.

The Department includes four global portfolio teams: Income Security, Healthy Ageing, Inclusive Humanitarian Action, and A Society For All Ages. These teams work together and separately, across all regions, with the following remit:

- Thought leadership on the four focus areas of 2030 strategy and differing approaches and challenges at a regional and national level.
- In cooperation with Transformation team, lay the groundwork for further development of global portfolios and transition to partner-led programming and localisation of country teams.
- Identify and develop new programmatic opportunities to deliver impact for older people in countries with partners.
- In collaboration with the Business Development and Transformation Teams, develop, test and iterate non-traditional opportunities that deliver impact for older people, increased reputation and diverse sustainable revenue stream for HelpAge.
- Identify, develop and deliver the technical expertise and advocacy opportunities to promote HelpAge's thought leadership within and beyond the sector.
- Participate in and create opportunities to convene relevant stakeholders in global campaigns to increase the focus on older people and issues related to ageing.
- Through partner-led programming, build evidence and learning to develop initiatives and utilise platform to support drive for longer term sustainable change through influencing and advocacy at the national level.

About the Job

The OPA Development Adviser is responsible for driving forward HelpAge's thought leadership, convening, and technical support on OPA development to staff, partners and network members, to enable them to support both local communities demanding or developing their OPAs and external enablers that can supply resources and policy environments that allow OPAs to flourish and grow.

This Adviser will deliver impact in line with *Strategy 2030* through working with OPAs and equivalent community-based structures at local and national levels. The work will be delivered with and for OPAs, and with and through staff, network

members and partner organisations, but the OPA Development Adviser will broaden our contributions in this area through: strategic development of HelpAge's OPA models; co-creation and collaboration with staff, network members and partners; coordinating or delivering knowledge assets and capacity building requested by staff, network members and partners; and through fundraising with Supporting Members and Business Development team to expand this area of work.

This role is based in the Society For All Ages portfolio but will work closely with all 4 global portfolio teams, Regional Representatives, Country Directors, the Business Development and Communications teams and HelpAge's Supporting Members.

Key areas for impact/influence and responsibilities

Below are the specific areas of responsibility in the role, but in collaboration with your colleagues you'll be able to shape strategic objectives and activities that are relevant at any point in time. We want you to work creatively to deliver impact and respond to relevant opportunities. With your colleagues you'll develop a 12-month cross-portfolios plan for the secondment period to drive initiatives, develop ideas, as well ensure there is space for cross-organisational collaboration and short-term responsiveness. From this you'll devise your individual workplan and priority deliverables in agreement with your line manager that will form the basis of your day-to-day activities and performance reviews:

Overall, you will promote and market, internally and externally, HelpAge's global value proposition, technical offer and learning on OPA development across all regions and portfolios so that these become embedded in programming and partnerships. This includes:

- OPA analysis: work with country teams and partners to analyse current regional and national OPA policy contexts, and the current status of OPAs, in their diversity of forms, to determine their SWOTs and factors influencing their supply and demand.
- OPA model development: provide training, support and generate thought-leadership with others to transform current OPA models to be more inclusive and rights-based, as well as cost-effective, sustainable and scalable, in keeping with national and local contexts and opportunities; work with relevant SFAA advisers to ensure HelpAge's core approaches to work – on Ageism, Rights, Voice, Gender and Inclusion – are embedded in further development and provision of our OPA training offer to staff, network members and partners, whilst also ensuring these can be locally adapted for community-driven approaches that respond to the voices, challenges and priorities of older people.
- Resource development: work with country teams, network members and partners, and especially Supporting Members and the Business Development Team, to support their OPA resourcing efforts through donor prospecting,

engagement, proposal writing, and guidance to staff and partners on fundraising for OPA development; engage with donors directly in response to opportunities identified; identify and develop OPA consultancy and other cost-recovery opportunities (eg training, study visits etc).

- OPA branding and marketing: develop and promote marketing resources such as infographics, flyers, videos that connect OPAs to external stakeholders and identify external stakeholders for collaborative partnerships on OPA development; represent HelpAge in relevant external fora relating to OPA work (e.g. online webinars, in-person meetings, conferences).
- OPA Networks: support portfolio, regional and country teams, network members and partners to advocate for OPAs to be included in national policies and to support governments in navigating formation of OPA policies, structures and programmes and their national scale-up.
- OPA research and evaluation: develop data, evidence and case studies on OPA models and networks and advise staff, partners and network members on methods for monitoring and evaluating OPAs and for demonstrating their impact and value in reporting and external communications.
- OPA policy and programme review: work with all OPA ecosystem stakeholders, globally, to continue improving OPA models, policies and networks based on learning within or outside the HelpAge Network; this includes liaising with advisers from other portfolios who are working with OPAs to ensure support on OPA development is reflected in the strengthening of training, tools and guidance relating to their focus areas.

Skills and experience required

You will be someone with:

- A strong personal commitment to and understanding of the importance of ensuring that everyone enjoys all their rights; tackling ageism; promoting Voice and the meaningful engagement and participation of older people in transforming their own lives, communities and societies; and gender equity and social inclusion.
- Proven ability to work globally, collaboratively and dependably with international colleagues and in a way that enables experimentation, learning and agency, and cultural sensitivity.
- In-depth experience of working with OPAs at community level in different regional contexts and knowledge of the factors influencing their supply, demand and development in both development and humanitarian contexts, preferably in relation to all four of HelpAge's global thematic focus areas.
- Demonstrable skills and/or experience working with a wide range of stakeholders to create change at individual and local levels, including through training, technical support, policy development and advocacy at local, national and international levels.

- Proven ability to think strategically and analytically to achieve measurable impact, managing multiple and complex work tasks and relationships.
- Substantial experience in all aspects of partnership working and programme cycle management, including co-designing projects and securing funding, project management skills including: financial management; monitoring, evaluation, accountability and learning; report writing; safeguarding; and capacity building.
- Strong coordination and relationships skills required, experience with co-creation, collaborative working, and working with networks or other informal or formal communities of practice or groups an advantage.
- Familiarity with processes and tools for collection, analysis and use of ageing and older people-related data, both official and community-generated.
- Skills and experience in public presentation and speaking in English (ability to speak other languages desirable).

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older people and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you will be expected to demonstrate the following core competencies:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.

Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.