

Job Title:	Members Engagement Manager – Water Policy and Regulation
Job Location:	London, UK
Salary Range:	£42,000 - £ 46,000
Benefits:	Pension, private medical insurance, travel insurance, 24 days annual leave (in addition to public holidays)
Duration:	Permanent
Hours:	Full-time (35 hours per week)

JOB DESCRIPTION

ABOUT IWA

Drawing exceptional professionals from 140 countries, the membership of the International Water Association (IWA) brings together scientists, researchers, technology companies, and water and wastewater utilities, all working to address the world's most urgent water challenges when and where they arise, from ridge to reef and from catchment to tap. The IWA has become an international reference and source of durable water solutions, products and services that are robust and flexible enough to be universally applicable, easily accessible, and locally adaptable.

IWA publishes 12 scientific journals and 40+ books per year on water management. IWA develops leading edge innovations and synthesises these through the work of its IWA Specialist Groups, Clusters and a set of global programmes focused on for example Cities of the Future and Basins of the Future. IWA has a worldwide staff of approximately 50, with headquarters in London and offices in Nanjing, China and Chennai, India.

MAIN DUTIES AND RESPONSIBILITIES

Main Responsibility

IWA's vision is to strive for a world in which water is wisely, sustainably and equitably managed. The Members Engagement Manager – Water Policy and Regulation will be responsible for overseeing, managing and evolving all aspects related to IWA's engagement activities at national level and with national government and or regulatory bodies. This role is critical to IWA's 2019-2024 Strategic Plan, in particular the goal for IWA to have an engaged membership that is globally representative of multiple segments, actors and practice areas of the water sector.

Under the general supervision of the Director – Science Practice Policy, the Members Engagement Manager – Water Policy and Regulation - has the responsibility to provide strategic direction and lead implementation of projects for engagement of a) National and local Government actors (policy and regulation focus) b) Governing Members (and YWP chapter) c) new water sector actors in emerging markets (LAC, Africa, South Asia).

Main Duties

In his / her primary role, he/ she will manage a small team that focuses on engaging national level decision makers (such as policy makers and regulators) and developing in-country relations further. In detail:

- Develop the strategic direction for IWA's engagement at National level
- National and local Government (policy and regulation focus) engagement
 - Work with multi-stake holders within the water sector, to analyse the governance and policy agenda's, to inform and coordinate strategic initiatives linking science, policy and regulations through community of practice, groups and clusters (e.g. Science to Policy initiative)
 - Coordinate member inputs to contribute to the global policy agenda's and or initiatives (eg. OECD Water Governance Initiative)
 - Supports national actors on implementing the Human Right to Water and Sanitation
 - Coordinate development of knowledge products (ie. Tools, Guidance materials, References, Articles) with experts
- Country Membership Engagement
 - Coordinate the development of a plan for 51 Governing Members and 30 plus YWP chapters to nurture and grow the IWA Network at national level.
 - Develop contracts for Data-Sharing Agreements
 - Develop Memorandum of Understandings where needed/ appropriate to execute IWA's work at local level
 - Grow the Governing Membership worldwide (links with task: Engaging Emerging Markets below)
 - Coordinate the agenda for the Governing Assembly and Strategic Council meetings.
- Engagement in emerging markets (LAC, Africa, South Asia).
 - To develop a strategy and guide implementation for engaging individual and corporate members in Emerging Markets as well as developing new Governing Memberships.

Additional duties

In addition to the duties and responsibilities outlined above, the Members Engagement Manager – Water Policy and Regulation is expected to contribute to other areas of the Associations work and support colleagues in a proactive manner; this includes:

- Provide inputs to other member engagement activities as requested;
- Contribute to the team spirit and excellent ambience in the IWA Secretariat and in working with partners.

This Terms of Reference contain the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. The job description will be reviewed yearly, but initially after 6 months. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Director – Science Practice Policy.

REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE

Skills

- Analytical Skills - Ability to retrieve and understand policy, institutional, governance related information and or data from relevant sources through research and set out a strategy for direction, high quality meetings and or knowledge products
- Project Management skills – including planning, budgeting, implementation and evaluation
- Proven ability and experience in building relations with strategic stakeholders (Associations, Regulatory bodies, National and or Local government bodies and / utilities) for the organisation (at country level)
- Demonstrable experience of managing projects to deadlines
- Excellent interpersonal skills with C-level management of organisations such as Associations, Regulatory bodies, National and or Local government bodies and / utilities
- Excellent written and spoken communication skills in English is essential, must be proficient in Spanish and a third language such as Portuguese desirable
- Proficient IT skills in Microsoft Office

Knowledge

- Brings a network of carefully build relations of water professionals globally, and nationally (particularly with those influencing policy and regulation) demonstrated by roles/ positions she/he is now involved in the global water agenda (e.g. OECD) and number of high level meetings developed with number of participants.
- Has a thorough understanding of the global agenda influencing Water Policy and Regulation at national level

Qualifications

- Master degree in relevant areas (e.g. Master on Water Law; Water Regulations; Water Governance; Policy, Law and Management)

Experience Required

- At least 5 years' experience of managing programmes and projects (in relation to water policy, regulation, water governance or human rights for water and sanitation) including experience of developing and maintaining communities (of practice) / professional networks

Specific Attitudes Required

- The flexibility to work out of ordinary hours as necessary to fulfil the requirements of the role and meet the business needs (including travel abroad)
- Ability to be discrete: 5 years plus experience working with Regulators, and policy makers showcasing the ability to handle discretely the Data and knowledge sharing between regulators.

HOW TO APPLY

Opening Date for Applications: 11/02/2020
Closing Date for Applications: 11/03/2020

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees. Applicants must also provide information on their eligibility (or not) to work in the UK.



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Applications should be submitted by e-mail by **11 March 2020** to the IWA Human Resources department at recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED