

Job Title:	Strategic Programmes Officer
Job Location:	London, UK
Salary Range:	£ 26,000 to £ 30,000 gross annual salary
Benefits:	Pension, private medical insurance, travel insurance, 24 days annual leave (in addition to public holidays)
Start Date:	ASAP
Duration:	Permanent
Hours:	Full-time (35 hours per week)

The International Water Association (IWA) is a global network of water professionals bringing people and institutions together from across the water cycle to deliver equitable and sustainable water solutions for our world. The IWA aims to connect people with a diversity of backgrounds to generate innovative solutions and new opportunities to tackle urban and basin-related water challenges.

A significant part of IWA's new strategic plan is to create a strong culture of service and a unique value proposition through develop an engaged and balanced membership that is offered:

- Professional Development programs;
- Leadership Development, inside and outside the association;
- Agenda setting programmatic work to generate pride in our membership;
- Global networking opportunities for members to connect with people and ideas.

Under the general supervision of the Strategic Programmes Manager, Strategic Programme Officer has the responsibility to support 1) IWA Digital Water Programme; 2) Support coordination of IWA Strategic Programmes in general; 3) the implementation of relevant projects relating to the change agendas in IWA.

This position entails the following specific duties and responsibilities:

1. Coordinate the IWA Digital Water Programme (40%)

Under the supervision of the Strategic Programmes Manager, and working across units -

- Coordinate the process of creation and promotion of whitepapers developed through the Digital Water Programme Steering Committee.
- Act as IWA Secretariat Liaison for the Digital Water Programme Steering Committee including developing agendas, delivering minutes, and following-up on action items, and coordinating outreach (e.g. blogs, webinars, interviews)
- Coordinate with Marketing and Communications Department to deliver communication products, and outreach (events, webinars, social media).
- Engage IWA members on the topic of digital water for key events, online platforms, etc.

2. Support the coordination of the Strategic Programmes (20%)

Under the supervision of the Strategic Programmes Manager and other key staff support the coordination and delivery of strategic programmes:

- Contribute towards the development and implementation of an annual plan of work and budget.

- Expand and develop existing and new initiatives to develop the programme in line with overall organisation strategy.
- Develop and maintain partnerships with key international and regional organisations.
- Ensure high visibility of programme activities, outputs and outcomes through IWA publications, conference participation and general outreach and dissemination

3. Support implementation of projects contributing to Strategic Programmes (40%)

Under the supervision of the Strategic Programmes Manager and other key staff support the coordination and delivery of ongoing projects including PRIMEWATER (an EU Horizon 2020 project) focusing on maximising the potential of the Earth Observation (EO) technologies for the water sector. The tasks include:

- Support coordination with project partners and ensure that project milestones are met within scope and budget.
- Support end-user engagement (via IWA membership) in the development of the project outputs, as well as inclusion of IWA experts in advisory panels.
- Develop marketing materials and a plan to reach out to target to enable outreach and exchange on the topic of digital water from catchment to consumer.
- Support a community of practice on Earth Observation assisted water management which will be aligned with the IWA Digital Water Programme

In addition to the duties and responsibilities outlined above, the officer is expected to contribute to other areas of the Associations work and support colleagues in a proactive manner; this includes:

- Carry out administrative duties required to function within IWA Secretariat;
- Support development and use annual and quarterly work plans to guide work and deliver results;
- Represent IWA at key international events;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, the 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. Where any task becomes a regular part of an employee's responsibility, the job description shall be revised in consultation with the employee and their direct line manager.

REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE

Skills & Knowledge

- Well-developed communication and interpersonal skills, including demonstrable ability to communicate effectively verbally and in writing (in English)
- Professional knowledge on water and environment
- Creative and collaborative;
- Strategic and analytical thinking;
- Project and budget management skills
- Excellent organizational, interpersonal and multi-tasking skills;
- Self-starter, action-oriented and results driven

- Ability to work to deadlines and cope with pressure, multi-task, demonstrate flexibility
- Flexible team player, with awareness of, and sensitivity to the multi-cultural and international environment in which the IWA operates.

Qualifications

- Master degree in relevant areas (e.g. water / environment) or equivalent experience
- Adept in use of MS Office, particularly Excel and Word
- Ability to work across various digital and communications platforms
- Language: English (Full Professional), and a second language in proficiency (e.g. Chinese, French, Spanish) is a plus
- Eligible to work in the UK

Experience Required

- 1-4 years' working experience in the water or digital sector
- Experience working on project implementation (esp. EU project)
- Experience with (international) event organization (e.g. international workshops, conferences, etc.)
- Experience working with networks or communities of practice

HOW TO APPLY

Opening Date for Applications: 27/01/2020
Closing Date for Applications: 10/02/2020

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.

Applications should be submitted by e-mail by **10 February 2020** to Dominika Szczepanska, HR & Office Manager at recruitment@iwahq.org

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED