Alliance House
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www.iwahq.org

TERMS OF REFERENCE

Community Engagement Officer
Emerging Water Leaders

Work percentage: **Full-time (35 hours/week)**

Duty station: **London, UK**

Start Date: **April 2020**

Duration: **Permanent**

Salary Range: £ 26,000 to £ 30,000 gross annual salary

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 Director, the Science, Practice and Technology: the Community Engagement officer – Emerging Water Leaders has the responsibility to 1) Coordinate the IWA YWP Unit 2) Deliver exclusive Professional Development for IWA Young Water Professionals 3) Coordinate the IWA Fellows Community. The position requires close collaboration with the other Leadership Engagement Officer. This position entails the following specific duties and responsibilities:

1. Co- coordinate the IWA YWP unit

Under the general supervision of the Director, the Science, Practice and Technology, you will work with your colleague in the department to:

- Co-coordinate IWA's offering for Young Water Professional and Emerging Water Leaders members with your colleague
- Support Director to deliver on the strategy, work plan, reporting
- Support Director to identify opportunities across IWA's Initiatives and departments (Member engagement, Events, and Strategic programme)

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- Coordinate all IWA Professional Development Offerings to our young and Emerging Water Leaders
- Support the development of the communication strategy, and support implementation
- Being aware of and engaged in key global initiatives, events and programmes related to young and emerging water leaders professional development and recognition programmes for senior professionals.

2. Professional development for IWA Young Water Professionals

Working closely with Director and other key staff to deliver professional development for Young Water Professionals through:

- Develop with the Emerging Water Leader Steering committee (and other departments) the programme for exclusive professional development for IWA Young Water Professionals
- Develop the first IWA Online Conference (with the Events Team) and YWP chapters
- Monthly Online Dialogues with Senior Professionals (with Fellows, SG leaders, or Partners)
- Set up a new series of Water Career Stories (videos; interviews for the source; and or blogs) targeted at guiding water careers
- 4-8 Webinars on Career Development in water sector
- Deliver articles/ contributions to the Source, to the Member only Connect Areas.
- Lead the EWL Sub-committee on Communications – that develop the monthly recommended readings for YWPs

3. IWA Fellows

Working closely with Director and other key staff to coordinate the IWA Fellows Community through:

- Coordinate the effective functioning of the IWA Fellows Committee (including the bi-annual face to face and quarterly online meetings) and organise the Fellow Nominations process;
- Support the IWA Fellows in their roles as ambassador for the IWA, supporting activities by IWA fellows for IWA members at IWA events, and or online.

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, 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

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which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and Director.

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 Or Strong Affiliation with the water sector and Interest in empowering young professionals in the water sector
- Creative and Collaborative attitude
- 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

- Bachelor / Master degree in relevant areas (e.g. Water Management; Human Resources (focused on professional Development), International Relations, Sociology, Anthropology) or equivalent experience
- Adept in use of MS Office, particularly Excel and Word
- Preferred: Skills in Wordpress, Canva Design, Mailchimp
- Language: English (Full Professional), and a second language in proficiency (e.g. Chinese, French, Spanish) is a plus
- Eligible to work in UK

Experience Required

- 1-4 years' working experience in the water sector

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- Good experiences working in project style
- Experiences in organising online / onsite meetings, webinars and other type of events.
- Experience in communities of practice and knowledge management
- Experience in communications platforms
- Experience working in networks or with community of practices

HOW TO APPLY

Opening Date for Applications: 21/01/2020
Closing Date for Applications: 18/02/2020

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 1**8th February 2020** to Dominika Szczepanska, HR & Office Manager at recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED