TERMS OF REFERENCE

Community Engagement Officer
Emerging Water Leaders

Work percentage: Full-time (35 hours/week)
Duty station: London, UK
Start Date: ASAP
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 has the responsibility to

1. Co-ordinate 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 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)
• Coordinate IWA representation (through members) at Events important for the Young and Emerging Water Leaders Community) at key global and regional events
• Develop the communication strategy, and lead 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. **Coordinate the young water professional chapters and their integration in IWA**

Working closely with the Director and the Membership Fulfilment Team:

• To deliver Membership Awareness campaigns to reach all YWP chapters members
• To deliver Membership Induction trainings to all YWP chapter committee members (every 3-6 months)
• To deliver on a package for the YWP committees to use to communicate about IWA
• To support members in establishing chapters (using IWA Guidance)
• To support current chapters to align themselves with
• To coordinate globally the chapters through min 4 Global coordination calls
• To communicate regularly with the chapters (to support their activities and profiling, to record changes, reflect on how they are contributing to the high level aims
• To support cross Chapter collaboration
• To support and strengthen the ties between YWP chapters and Governing Members (including presence at Governing Assembly at times)

2. **Coordinate member engagement and exposure**

Working closely with the Director to coordinate mechanisms supporting member engagement, integration and exposure through:

• Coordinate the effective functioning of the IWA Emerging Water Leaders Steering Committee and its sub-committees (including the annual face to face and monthly online meetings) and enable the committee to make decisions as appropriate;
• Support the Emerging Water Leaders Committee in developing member engagement opportunities for its young water professionals members through Events, Specialist Groups, Strategic Council, Governing Members, Fellows and the Online Community;
• Work with other staff, and leadership committees to increase engagement opportunities for IWA YWP members to get involved
• Develop Member Induction trainings for existing and new members
• Be the main focal point for communication about member engagement of YWPs
• Develop a plan for profiling of young IWA member’s involvement / achievements in the water sector and IWA.
• Manage the Young Leadership Award (selection process) with Events Team
• Maintain the website
• Maintain – monthly newsletter
• Manage Social Media

3. **Advocate for and coordinate / support YWP activities at IWA events**
Working closely with the Director to coordinate mechanisms supporting member engagement, integration and exposure through:

- Lead the Emerging Water Leader sub-committee on YWP at Events
- Create opportunities with IWA (YWP) event organisers for YWP members to engage in
- Support the IWA YWP Event and workshop organisers (often YWP chapters) to deliver on: IWA branding, IWA communication, member recruitment and engagement, and support the event programmes to develop in true professional development and learning
- Coordinate with a group of YWP members all YWP activities at the IWA Congresses (networking with Fellows, YWP dinner, EWL forum, Career Development Sessions, and Member engagement sessions)

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 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 the Manager Leadership Engagement and Learning.

REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE

Skills & Knowledge

- Well-developed communication and interpersonal skills, including demonstrable ability to communicate effectively verbally and in writing (in English)
- 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.
• Preferred: Professional knowledge on water and environment

Qualifications
• Bachelor degree in relevant areas (e.g. International Relations, Sociology, Anthropology, Water Management) or equivalent experience
• Interest in empowering young professionals in the water sector
• 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
• Good experiences working projects
• Experiences on/ involvements in (international) event organizations (e.g. international workshops, conferences, etc.) and online meetings
• 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 18th February 2020 to Dominika Szczepanska, HR & Office Manager at recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED