

JOB AND TASK DESCRIPTION

Job Title: Assistant Programme Officer (Sport for Development and Peace)

Directorate: Economic, Youth and Sustainable Development

Grade: Y (Young Professionals Programme)

Reports To: Head of Sport for Development and Peace Section

General Information

The Commonwealth is a voluntary association of 56 independent and equal sovereign countries. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 34 of its members are small states, many of them island nations. The Commonwealth is home to 2.5 billion citizens, of which 60% are under the age of 30.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and social and economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

Job Summary

The Assistant Programme Officer (Sport for Development and Peace) is responsible for providing technical and administrative support to the Section.

Commonwealth Governments have consistently recognised the potential for sport-based policies and development interventions to make a positive contribution to sustainable development. Accordingly, the Commonwealth Secretariat works to assist member countries to strengthen the link between sport, development and peace (building) and to strengthen national Sport for Development and Peace (SDP) policy direction and strategy. SDP is the intentional use of sport, play and physical activity as a viable, practical and effective tool to contribute to development and peace goals.

To support Commonwealth countries to advance SDP, the Commonwealth Secretariat undertakes policy analysis, delivers technical assistance projects focused on strengthen national policy frameworks and organises related events and high-level meetings, including the biennial Commonwealth Sports Ministers Meeting.

The Commonwealth Secretariat's SDP work contributes to the organisation's strategic objective for the people of the Commonwealth to "fulfil their potential with dignity and equality in a healthy environment". The SDP Section works across social policy areas, with a particular focus on engaging and empowering young people to meaningfully participate in political and development processes.

Reporting to the Head of SDP, the Assistant Programmes Officer will provide technical and logistical support across sport-related projects and events; undertake research and analysis to assist senior Commonwealth officials and member states to strengthen policy aimed at enhancing the contribution of sport to sustainable development; assist in the delivery of the Commonwealth Sports Ministers Meeting; and support the Commonwealth Advisory Body on Sport (CABOS).

The Assistant Programme Officer (Sport for Development and Peace) position is for a two-year term, as a part of the Commonwealth Young Professional Programme.

The position may involve some international travel.

Task Description

Contributes to the Section's strategic direction and operational planning, especially with respect to relevant programmatic work, and thereby the Commonwealth Secretariat 4-year Strategic Plan.

Supports Programme delivery by:

- Contributing to the development of context-specific research papers, toolkits, resources, guidelines and training programmes, for use by / with member governments, leaders and professionals;
- Providing technical input to the design and delivery of programme activity such as events, meetings and workshops;
- Contributing to timely and accurate research on programme design, development, impact and examples of best-fit practice;
- Acts as the internal focal point for the Commonwealth Youth SDP Network (CYSDP) and coordinates its connections with other Commonwealth Youth Networks.
- Promotes links and synergies between the work of the Commonwealth Secretariat, Commonwealth Advisory Body on Sport (CABOS), CYSDP, the Commonwealth Games Federation (CGF) and wider Commonwealth Sports Movement
- Monitoring the outcomes of technical assistance and programme work, and collating learning in alignment with Commonwealth youth development frameworks and guidelines; and
- Representing the Commonwealth Secretariat in networks, forums and meetings as delegated by the Programme Managers.

Supports the Division by:

- Providing administrative support to the SDP team, including correspondence, procurement payments and arranging logistics related to SDP work;
- Supporting the coordination of SDP meetings, groups, networks, communities and on-line content, and providing administrative support to programme activity such as events, meetings and workshops;
- Contributing to development of papers, speeches, presentations and talking points for senior staff;

- Assists in the organisation of the biennial Commonwealth Sports Ministers Meeting
- Provides secretariat support to the Commonwealth Advisory Body on Sport.
- Representing the Commonwealth Secretariat in networks, forums and meetings as delegated by line manager;

Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and

Carries out any other appropriate duties as required by the Section's Management for the efficient operation of the organisation in a continually evolving environment.

Person Specification

Education:

Essential

- A bachelor's degree or equivalent relevant to the role, such as public administration, public policy, international development or social science

Desirable

- Post-graduate diploma or a relevant master's degree.

Experience:

Essential

- Has at least one year of demonstrated work experience in a public policy-focused role either in sport, social policy or international development. The work experience may be gained through a combination of paid employment, volunteer, placement or internship positions;
- Sound and demonstrated knowledge of the use of sport in sustainable development (i.e. Sport for Development and Peace).
- Experience of implementing outcomes through sound subject matter knowledge;
- Evidence of ability to carry out in-depth research;
- Has demonstrated experience in stakeholder engagement.

Desirable

- Working in a developing country;
- Working in/with Government, intergovernmental or international NGO organisations.

Skills

Essential

- A high level of discretion and tact in handling sensitive and confidential matters;

- An ability to organise, anticipate, plan and prioritise workload, and work under high pressure to tight deadlines;
- An ability to interpret and follow complex information and instruction;
- Effective written and oral communication and interpersonal skills, including in diplomatic situations;
- An ability to undertake research and analytical tasks;
- An ability to use own initiative;
- An ability to work effectively as part of a team;
- Microsoft 365, (Word, PowerPoint, Excel, Power BI Platform**) experience;
- Lateral thinking and innovation;
- Demonstrated commitment to working effectively and sensitively in a multicultural environment.

Competencies

Working with Others

Regularly shares information of value with colleagues
Shows commitment to delivering on key agreements made to colleagues
Makes an effort to view a situation from the other party's perspective as well
Demonstrates awareness and sensitivity to colleagues' pressures
Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
Develops long term relationships across cultures and/or geographical boundaries
Uses relationships to identify the best people to help in the completion of tasks
Tactfully deals with difficult people to gain buy-in and manage their expectations

Communication

Interacts and communicates effectively with internal/external contacts
Ensures information is communicated to all the appropriate people
Provides feedback to more senior colleagues effectively, providing justification where necessary
Uses the correct method of communication, depending on the message and the audience
Anticipates objections in dialogues and prepares convincing responses
Writes reports and papers that are succinct accounts of key information

Developing & Applying Professional Expertise

Proactively identifies how to develop specialist knowledge
Takes learning from previous experience and applies it appropriately
Demonstrates willingness to learn new skills and/or approaches

Respect for Diversity

Works effectively with people from all backgrounds

Treats all people with dignity and respect. Treats men and women equally

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group

Identifies biases in systems & processes

Adhering to Principles and Values

Adapts professional style to suit different situations with different individuals where appropriate

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs within defined cost and quality standard parameters

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others