



Architect of Cooperation – Team Leader

September 2023

About IPPF

IPPF is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all.

Led by a courageous and determined group of women, IPPF was founded in 1952 at the Third International Planned Parenthood Conference. Today, we are a movement of 120 autonomous members with a presence in over 146 countries.

Our work is wide-ranging, including comprehensive sex education, provision of contraceptive, safe abortion, and maternal care and responding to humanitarian crises. We pride ourselves on being local through our members and global through our network. At the heart of our mission is the provision of – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote.

Volunteerism is central to our healthcare delivery. It underpins the vital work of our members and their teams, whether through community outreach and distribution of contraceptive care or the regional Youth Action Movements championing change.



The Role

Role:	Architect of Cooperation – Team Leader
Location:	Trinidad & Tobago
Salary:	65,664 – 82,000 USD
Responsible to:	MA Support & Development Director

Job Summary

The Team Leader AoC will be responsible for the effective management of the Caribbean team and advise on the Caribbean context. The focus of this role is on Footprint expansion in the Caribbean, accreditation, general support of business planning and connecting MAs with opportunities of the membership, Gender Based Violence, Humanitarian and SRHR services delivery. Experience developing proposals and reporting is required. This role needs to be bilingual English and French, Spanish is desirable.

This role will also nurture Francophone alliances with Africa. The MAs served by this role are:

1. Jamaica
2. Barbados
3. Trinidad and Tobago
4. Suriname
5. Haiti
6. Guadeloupe
7. Martinique.



Context of Role

- Develop effective professional working relationships with Member Associations/Collaborative Partners
- Network across the Regional and Global Secretariat team to access and deliver the best support to MAs/CPs by actively participating in and building on a global community of Architects of Cooperation (AoCs).
- Building an enabling environment to support free flow of information and contact (not acting as a gatekeeper or bottleneck).
- Role will be responsible for all MA contracting, programmatic and financial oversight.
- Ensuring the continuity of Sexual and Reproductive Health and Rights (SRHR) to all people in times of crisis by building institutional capacities of MAs operating in humanitarian prone-contexts to provide life-saving SRH services at the onset of humanitarian crises.
- Collaborate closely with other colleagues across the IPPF Secretariat and Federation including other members of the global humanitarian team, technical, strategic partnerships and program teams to ensure the sound design, development and delivery of humanitarian programs, and smooth transition between stable times, emergencies and back to stable times.

Role Deliverables

- Create and maintain country and MA/CP profiles that capture capabilities, capacities, country contexts, audiences, opposition and competitors in support of strategy development.
- Devise links between MAs/CPs/Centres of Expertise that promotes and enables networking, learning and capacity building.
- Advise MAs/CPs on accessing service delivery platform resources in support of operational outcomes.
- Adapt global tools and frameworks for MA/CP use that reflect changes in methodologies and general sectoral advancements.
- Partner with MAs/CPs to incorporate key donor requirements and learning into business planning cycles. This includes developing Business Plans, half-yearly reports and annual reports/updates.
- Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs and CPs in support of the wider SRHR political and social change agenda.
- Advise MAs/CPs on opportunities to work with each other that support their own outcomes, specialisations and areas of interest.
- Support MAs in leveraging timely, efficient and life-saving responses by advising, promoting and providing guidance on IPPF's Emergency Activation System, the IPPF Emergency



Response Fund (Stream3), Global Surge Roster and relevant humanitarian policies, procedures, standards, technical tools and systems.

- Provide programmatic and strategic support to MAs in the preparation, implementation and monitoring of humanitarian programmes.
- Facilitate resource mobilization in support of response efforts, including through assistance to MAs to access humanitarian pooled funds, the UNCERF and other relevant mechanisms for ongoing and new and/or emerging emergencies in the regions.
- Actively participate as a member of the Global Humanitarian Team, to ensure alignment with global strategic initiatives, advocacy priorities and technical approaches related to humanitarian.
- Evaluate MAs/CPs against Performance, Learning & Impact metrics that support global SRHR commitments.
- Partner MAs through the accreditation exercises, documenting areas for improvement.
- Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework.
- Contract management for all unrestricted core funding and restricted project funding under US\$1million. This includes ensuring all deliverables (progress/financial reports) listed in the agreements are complied with and of high quality and that training on requirements is provided.
- Oversight/provision of incident co-ordination resulting from concerns raised on IPPF's Safe Report, when required.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring.

Key Skills/Expertise

- Language requirements are English and French, Spanish is desirable.
- Technical skill requirements are set out in the Regional AOC profile.
- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.
- Applies an understanding of political, economic, social, technical/technological, legal and environmental contexts in the region and affecting our sector.
- Thorough technical knowledge of SRHR, gender and rights in humanitarian contexts, and previous experience working with a humanitarian organization would be beneficial.
- Clear understanding of the Minimum Initial Service Package (MISP) and humanitarian coordination mechanisms
- Ability to develop and encourage relationships whilst maintaining an objective perspective on performance.
- Strong influencing skills with the ability to be flexible and adapt.
- Demonstratable project management, planning and organisational skills.



- Analytical with the skill to interpret and distil information to communicate effectively (in writing or verbally) with a range of audiences.
- Experienced in preparing proposals and funding plans.
- Strong ability to read and understand financial/audit reports.
- Collaborative and works well with others, remotely and across geographies.
- Excellent information management and IT skills.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-092023-Organisation or Pat-Jones-CoverLetter-092023- Organisation.

Timeline

Closing Date: TBC

First stage interviews: TBC

Final interviews: TBC



Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of IPPF values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at ippf@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.