

STOPAIDS. UNITING UK VOICES ON THE GLOBAL RESPONSE

Title: Multilaterals Engagement & Liaison Officer

Terms: £28,679pa. Incl. London Weighting. Plus 6% pension contribution.

Hours: 35 hours per week

Reports to: Advocacy Manager

Based at: STOPAIDS Office, Grayston Centre, 28 Charles Square, London N1 6HT

STOPAIDS

STOPAIDS is the network of UK agencies working since 1986 to secure an effective global response to HIV and AIDS. With 80 members behind us, STOPAIDS raises a united voice to rally and maintain the UK's leadership in the global response to HIV. Together with people living with HIV, we fight for a global response that respects, protects and fulfils human rights. We give decision-makers the proof – and the push – they need to make the right, smart choices to help improve the lives of the millions of people around the world needing HIV treatment, prevention, care and support.

UNITAID is an international drug purchase facility, based in Geneva, established to provide long-term, sustainable and predictable funding to increase access and reduce prices of quality drugs and diagnostics for the treatment of HIV/AIDS, malaria and tuberculosis in developing countries. See: www.unitaid.eu for further information.

The Global Fund to Fight AIDS, TB and Malaria was established in 2002 and is at the centre of the global response to the three diseases. The Fund is the largest recipient of UK development aid to address the AIDS epidemic; in 2013 the UK committed £1 billion. It is based in Geneva. See www.theglobalfund.org for further information.

The Position

The post holder will be responsible for coordinating the engagement and outreach of the NGO delegation to the board of UNITAID. They will also support the Advocacy Manager to coordinate the engagement of UK civil society with the Global Fund, in particular in the lead up to the 2016 replenishment.

Key Accountabilities

1. Coordinating the global consultation, communication and engagement project of the UNITAID Civil Society delegation, including organising biannual consultation meetings, and coordinating global consultation and feedback on UNITAID with 200+ civil society actors. (40%)
2. Manage all stages of the UNITAID Civil Society NGO delegations' independent project, including budget management, implementation, reporting, etc. (15%)
3. Support the development of the role of Civil Society within UNITAID. (15%)
4. Coordinate UK civil society in the lead up to the Global Fund Replenishment in 2016, including organising meetings and conference calls and supporting creation of joint materials. (20%)
5. Take responsibility for implementing relevant aspects of the STOPAIDS' communications strategy and support the delivery of the advocacy and policy work of STOPAIDS. (10%)

1. Coordinating the global consultation, communication and engagement project of the UNITAID Civil Society delegations, including organising biannual consultation meetings, and coordinating global consultation and feedback on UNITAID with 200+ civil society actors.

- 1.1 Manage communication and consultation with global civil society on UNITAID issues, including coordinating UNITAID Board and Committee document review, regular teleconferences on key issues, and writing/disseminating meeting reports.
- 1.2 Manage functioning of stakeholder group of 200+ civil society actors worldwide, ensuring members are kept informed of/consulted on NGO delegations' activities
- 1.3 Organise 1 x 3-day pre-Board meeting for 9 or more funded Civil Society representatives (and a number of self-funding participants) including logistics, finance processes, content, and CS representatives' subsequent attendance at UNITAID Board meetings (December 2014)
- 1.4 Organise a learning session via teleconference/webinar, providing training to global civil society actors on issues relevant to UNITAID e.g. intellectual property.
- 1.5 Coordinate effective self-management of the delegation, including tracking of work commitments and helping the delegation anticipate issues and workloads.

2. Manage all stages of the UNITAID NGO delegations' independent project, including budget management, implementation, reporting, etc.

- 2.1 Manage NGO delegation's independent project, including following progress of annual fundraising proposal to UNITAID, ongoing budget monitoring and management of spend, implementation of activities, and final grant reporting.
- 2.2 Manage administration of sub-grants made to Board/delegation members.

- 2.3 Monitor and evaluate performance against grant and project objectives on an ongoing basis.
- 2.4 Recruit new NGO Board members as needed, utilising an open and transparent process, and support handover between incoming and outgoing Board members.
- 2.5 Ensure robust and transparent processes are used in all areas of delegations' work, including selection of meeting attendees, sharing of feedback after key meetings etc.

3. Support the development of the role of Civil Society within UNITAID.

- 3.1 Follow development of new Civil Society Engagement Strategy at UNITAID, and provide support as required.
- 3.2 Support the development of the independent delegation to UNITAID, representing NGOs.
- 3.3 Establish collaborative and open working relationship with the Communities Board Delegation and Liaison Officer.
- 3.4 Represent UNITAID Civil Society delegations and their network with relevant external actors and support policy/advocacy work in their areas of interest
- 3.5 Write and manage design and distribution of relevant publications and reports, such as meeting communiqués.

4. Coordinate UK civil society in the lead up to the Global Fund Replenishment in 2016, including organising meetings and conference calls and supporting creation of joint materials.

- 4.1 Support policy and advocacy work with STOPAIDS membership and other allied organisations during the lead up to the Global Fund replenishment in 2016.
- 4.2 Organise regular face-to-face teleconference meetings to share information and agree strategy.
- 4.3 Build and take responsibility for a list serve to engage NGOs with developments at the Fund and the replenishment campaign.
- 4.4 Support coordination with civil servants in the DFID Global Funds team.
- 4.5 Assist in development of UK-focused materials to influence decision making and policy direction of the Global Fund and to support the replenishment campaign.
- 4.6 Maintain an understanding of key developments at the Fund by engaging with international allies, including through the Global Fund Advocates Network.

5. Take responsibility for implementing relevant aspects of the STOPAIDS' communications strategy and support the delivery of the advocacy and policy work of STOPAIDS as requested by the Advocacy Manager.

- 5.1 Ensure communication and outreach with global civil society on UNITAID issues through relevant channels e.g. Facebook, listservs etc.
- 5.2 Compile and dispatch a monthly email bulletin to STOPAIDS members and global civil society and ensure the circulation list is kept up to date.

- 5.3 Generate relevant, up-to-date content for the STOPAIDS website and oversee staff usage of social media accounts.
- 5.4 Manage and grow STOPAIDS campaigner database for Global Fund activities.
- 5.5 Take on distinct pieces of work in other areas of policy and advocacy by mutual agreement with the Advocacy Manager.

Person Specification – Multilaterals Engagement & Liaison Officer

Education

| Essential | Desirable |
|---|--|
| <ul style="list-style-type: none"> • Educated to degree level or equivalent. | <ul style="list-style-type: none"> • Educational qualification in a relevant area |

Experience

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none"> • Proven excellent coordination and project management skills. • Experience of grant management, and of managing budgets and financial processes • Experience of organising large meetings | <ul style="list-style-type: none"> • Experience of global health issues, especially access to medicines and intellectual property barriers. • Policy and advocacy experience, and experience of external representation • Experience of working with global civil society networks. |

Knowledge & Skills

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none"> • Fully computer literate • Excellent written and verbal English. • Excellent organisational skills, and ability to prioritise • Good networking skills | <ul style="list-style-type: none"> • Ability to communicate in French • Knowledge of utilising social media to raise understanding and promote engagement in an issue • Understanding of the global AIDS, TB and Malaria responses |

Personal Qualities

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none"> • In sympathy with the ethos of STOPAIDS and capable of communicating in line with vision, mission, core values and principles. • Ability to use diplomacy and tact. • Ability to work flexibly and effectively as part of a team. • Ability to work accurately under pressure and to manage time effectively • Outgoing with excellent interpersonal skills, with track record of building excellent relationships. • Commitment to and understanding of Equal Opportunities | <ul style="list-style-type: none"> • Interest in international development • Interest in and commitment to UK and international HIV and AIDS sectors |

