Vacancy Announcement
Capacity Development Manager - Involvement

Title: Capacity Development Manager - Involvement
Contract Type: Employee in the UK or consultant if based elsewhere
Contract Duration: Permanent if employee in the UK OR if elsewhere, 1 year consultancy contract subject to renewal
Reporting to: Capacity Development Director
Managing responsibility: One capacity development consultant
Start Date: As soon as possible after selection.
Location: Home based with some London office working if UK based, remote home working if based elsewhere.
Application Deadline: 27 October 2022
Applications will be reviewed on a rolling basis.

About the NCD Alliance

The NCD Alliance (NCDA) is a non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 290 members in more than 80 countries into a respected, united and credible global civil society movement. As a respected and united global civil society movement, NCDA also convenes a global network of national and regional NCD alliances in over 66 countries that unite the key NCD civil society organisations to drive forward advocacy on priority NCD issues, in particular with governments. As an alliance, we unite and combine the efforts of our global founding federations, members and partners on issues which together we can achieve more than any individual organisation can alone. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco use, air pollution and physical inactivity, and systems challenges which contribute to chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Over the last decade, NCDA has built a reputation as a global leader in NCD advocacy and policy with a track record in delivering results and grounding global advocacy in the reality of the local experience. Building on its technical knowledge on key NCD policy issues and its global network of experts to draw from, NCDA has also developed a unique expertise in supporting national advocacy via its flagship capacity development programmes.

The NCD Alliance is now at the forefront of elevating NCDs onto the global health and development agenda. Please find more information about the NCD Alliance www.ncdalliance.org.

Job purpose
The NCD Alliance seeks a Capacity Development Manager – Involvement with suitable experience and background to advance our work on the Our Views, Our Voices initiative to promote the meaningful involvement of people with lived experiences of NCDs in the NCD response. The Our
Views, Our Voices initiative seeks to put people first in the NCD response, enabling people living with NCDs to be leaders and active players in the response to these diseases and in growing the NCD movement.

The **Capacity Development Manager – Involvement** will be a part of the Capacity Development Unit, working with the NCD Alliance team, liaising with the Our Views, Our Voices advisory committee, and leveraging the network to:

- Strengthen the meaningful involvement of people living with NCDs across the NCD response, promoting and supporting the implementation of the *Global Charter on Meaningful Involvement of People living with NCDs (Global Charter)*\(^1\).
- Amplify voices of people living with NCDs and ensure lived experience perspectives inform and strengthen NCDA’s global advocacy efforts.
- Support meaningful involvement of people living with NCDs at national, regional level through capacity development programmes, such as the NCDA’s Advocacy Institute.
- Equip people living with NCDs with skills, knowledge, and confidence to build a public narrative and drive change.

This is an excellent opportunity for a candidate passionate about co-production and involvement practices, advocacy, and civil society to work for a respected civil society organisation, engaging organisations and agencies, leading co-production and involvement work on a priority global health and development issue. The successful applicant will join the Capacity Development unit. The Manager will manage a capacity development consultant. They will manage specific Our Views, Our Voices programmes and projects and will manage budgets. This position is funded through NCDA’s partnership with Access Accelerated and with the Leona M. and Harry B. Helmsley Charitable Trust.

**Core Responsibilities:**

- **Lead the roll out of the *Global Charter on Meaningful Involvement of People Living with NCDs*.** Conduct outreach with key stakeholders to promote the Global Charter and secure endorsements. Monitor implementation of the Global Charter, collect and disseminate good practice related to co-production/involvement. Produce resources to support implementation in response to identified organisational needs. Develop an accountability and follow up process with regular reporting on progress.
- **Engage with relevant agencies and organisations to promote meaningful involvement of people living with NCDs.** Leverage NCDA resources and network to support work synergies with the WHO Global Coordination Mechanism on NCDs, and others as relevant. Provide technical assistance and expertise to agencies and organisations on operationalising meaningful involvement and co-production practices.
- **Amplify profiles and voices of lived experience advocates through an Advocates’ Directory.** Manage selection process and promotion. Provide featured advocates with ongoing technical assistance and training to be involved in key advocacy milestones. Track and document engagement.

\(^1\) The aim of the *Global Charter* is to have meaningful involvement of people living with NCDs embedded into organisational practices and mobilises all actors such as governments, international partners, private sector and civil society organisations. The Global Charter calls on organisations and institutions to publicly endorse the Charter – and commit to fundamental principles and strategies.
• **Develop advanced Our Views, Our Voices training.** Design and develop training for experienced advocates (such as part of advocates directory) in key areas of need, building on lessons learned from the existing Our Views, Our Voices training.

• **Perform grant management duties** to support national and regional NCD alliances in low- and middle-income countries meaningfully involving people living with NCDs and driving action on NCDs. Link national level advocacy with regional and global level advocacy.

**Ongoing activities:**

- Programme management as part of the NCD Alliance Our Views, Our Voices initiative including planning, implementation, monitoring and evaluation.
- Financial management responsibilities including programme budgeting, monthly review of movements, forwarding funds through grants.
- Manage one capacity development consultant including setting scope of work, weekly catch ups, progress reviews.
- Support the Capacity Development Director in engaging and supporting the Our Views, Our Voices advisory committee, seeking strategic guidance for the initiative, co-developing plans and resources.
- Work closely with communications unit to maintain, update and expand the Our Views, Our Voices website for the relevant initiative areas managed, as well as the Global Charter microsite.
- Work with partnerships and membership unit to support member and supporter engagement as relevant. Provide inputs to proposal development and reporting.
- Provide support to global advocacy and accountability efforts, as led by the Policy, Advocacy and Accountability unit. Ensure advocates with lived experience are involved in NCDA’s global advocacy work including at strategic moments such as the High-Level Political Forum, UN General Assembly, UN High Level Meetings, World Health Assembly, etc.
- Work closely with the other Capacity Development Manager for the Our Views, Our Voices initiative as well as with capacity development unit team members, ensuring close linkages with the Advocacy Institute at national and regional level, particularly with grant related work.
- Develop stakeholder relationships, including NCDA members, and the global, regional and national NCD community, as well as other sustainable development communities, identifying opportunities and work synergies, representing NCDA with key stakeholders and representing NCDA in speaking engagements.
- Support relevant convenings to amplify the voices of people living with NCDs in support of advocacy work. Support Global NCD Alliance Forum planning and delivery efforts, specifically engaging Our Views, Our Voices advocates and supporting related programmatic/content offering.

**Experience and skills:**

**Essential:**

- Advanced university degree with a minimum of 5 years of professional experience in a relevant field including advocacy, patient engagement, community engagement, capacity development, non-profit experience.

- Excellent programme management skills, including planning, implementation, monitoring and evaluation with demonstrated experience and ability to deliver impact.

- Demonstrated experience in involvement, co-production, grassroots engagement.

- Excellent stakeholder management skills, working with different organisations, supporting and strengthening their work.
• Experience of managing grants, working with donor organisations and/or grantees.
• Excellent analysis, written and oral communications skills in English, including presentation skills.
• Demonstrated interest in global health and development.
• Excellent interpersonal and communications skills.
• The ability to effectively liaise with and motivate a variety of people in a multi-cultural and international environment (and across various time zones).
• Strategic thinker and initiative-taker.
• Strong team player and collaborator with capacity to work independently and collaboratively in a multicultural and international team environment with solid interpersonal and verbal communication skills.
• Ability to successfully manage priorities and meet deadlines.
• Background and/or work experience in low- and middle-income countries.
• Staff management experience.
• Financial management experience.
• Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
• Availability for some international travel abroad.

Desirable:
• Knowledge of NCD prevention and control and having networks of contacts in the NCD space.
• Experience in developing and delivering training programmes.
• Written and oral communication skills in other languages (French and Spanish) desirable.

Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone.

NCDA values
Our work is underpinned by values which align with well-established principles of global health and sustainable development:
• People-centred
• Collaboration
• Equity, diversity and inclusion
• Accountability
• Independence
• Excellence and results driven

How to Apply:
Apply for this position via the following link:
NCDA Capacity Development Managers October 2022 (smartsheet.com)
and please upload a cover letter referencing how you possess the required experience and competencies (up to 2 pages) and your curriculum vitae to the link. Note that incomplete applications will not be reviewed. Also, please clarify in the cover letter your current location and when you would be available for employment.

Application deadline: 27th October 2022. We regret that we are only able to contact shortlisted candidates. Do not wait for the last day! Applications will be reviewed on a rolling basis.

Please note that we are looking for applicants with a pre-existing right to work in the UK. NCDA will not sponsor visa applications. Candidates who match this profile and who are in other regions may apply. A one-year renewable consultancy may be offered to them.

www.ncdalliance.org