Capacity Development Officer

Title: Capacity Development Officer
Contract Type: Employee, full time
Contract Duration: Fixed term contract (until December 2024, subject to renewal)
Reporting to: Capacity Development Manager
Location: Combination of home-based and working from London office
Application deadline: 27 August 2023

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 Capacity Development Unit leads NCD Alliances’ work supporting civil society to effectively and sustainably stimulate government action and ensure accountability for NCDs. Today, NCD Alliance mobilises a network of 71 national and regional NCD alliances around the world. Its capacity development programmes and initiatives strengthen a unified NCD
response via strategic advocacy and coalition building efforts, through a whole-of-society approach that fosters the meaningful involvement of youth and people living with NCDs. The Our Views, Our Voices initiative is a flagship initiative of the NCDA and people living with NCDs dedicated to promoting the meaningful involvement of people living with NCDs in the NCD response, supporting and enabling individuals to share their views to take action and drive change. It seeks to break down stigma and discrimination, equipping people living with NCDs with the skills, knowledge, and opportunities to be change agents at local and global levels.

You can find more information about the NCD Alliance in our website: www.ncdalliance.org and more information about the Our Views, Our Voices initiative at www.ourviewsourvoices.org

Job purpose

The NCD Alliance seeks a Capacity Development Officer to support the implementation of the Our Views, Our Voices initiative, supporting the meaningful involvement of people living with NCDs to advocate for change and strengthen the NCD response, including through the NCD Diaries and NCDA’s community engagement work.

In 2023, the Our Views, Our Voices initiative will launch the fifth series of the NCD Diaries on equity and Universal Health Coverage. Told with essays, photos, or audio, the NCD Diaries offer intimate portraits of people living with NCDs, while chronicling their journeys to becoming powerful advocates for their communities and the broader NCD movement through the lens of the theme. Following the fifth series completion, the role will support the evaluation of all five series of the NCD Diaries to date, including a Global Exhibition of NCD Diaries to coincide with the Global NCD Alliance Forum in October 2024 in Kigali, Rwanda. The Capacity Development Officer will provide technical, administrative, and capacity support to alliances developing national or regional Advocacy Agendas of People Living with NCDs. In addition, the role will provide capacity development and grant administrative support to community engagement work at national and regional level and support the strategic development of the community engagement workstream which includes the development of key knowledge resources, training, and national and regional advocacy initiatives on priority technical areas including equity, community-led monitoring, and integration.

The Capacity Development Officer will work with people living with NCDs, Our Views, Our Voices advocates, national and regional alliances, the Capacity Development unit, colleagues in the policy, advocacy, accountability and communications units, and other stakeholders for the fulfilment of its responsibilities. The ideal candidate will bring an understanding and experience of advocacy, global health, communications, grant administration and overall programme management.

This is an excellent opportunity for candidates passionate about meaningful involvement, advocacy and supporting country-level community engagement initiatives, working for a respected civil society organisation, engaging with inspiring advocates, national and regional
stakeholders, and getting involved in priority NCD-related global health and development issues.

NCDA seeks applicants with suitable experience and background for a full-time role as Capacity Development Officer. This position reports to the UK-based Capacity Development Manager. This position is possible thanks to NCD Alliance’s partnership with the Leona M. and Harry B. Helmsley Charitable Trust and is subject to yearly renewal. The role is based in London, UK, and is open to UK citizens and other applicants who already possess a valid work authorisation. The Capacity Development Officer would be mainly home-based/remote with the expectation to work from the London office 1-2 days a week.

Core responsibilities

- **Support the roll out of NCD Diaries**
  - Support the selection and onboarding of diarists, sharing resources and briefing diarists on what is expected.
  - Support the development of the NCD Diaries working closely with diarists to ensure powerful diary entries in the different formats. Work closely with the multimedia specialist in the development of online solutions to programmatic needs and requirements.
  - Support the provision of training to diarists to strengthen skills to produce diaries.
  - Support the promotion of series 5 of the NCD Diaries with relevant key stakeholders, to ensure broad dissemination of diary entries and use for strategic advocacy.
  - Support an evaluation of series 1-5 of NCD Diaries, to assess its impact and reach.
  - Leverage the Diaries for a Global Exhibition at the Global NCD Alliance Forum in October 2024
  - Amplify the NCD Diaries by supporting the production of a mini documentary in collaboration with the NCDA Communications Unit
  - Showcase the Diaries and support planning towards a Global Exhibition of the NCD Diaries at the Global NCD Alliance Forum in October 2024

- **Provide grant administrative and capacity development support** to national and regional alliances receiving community engagement grants under the Third Phase of the Advocacy Institute.

- **Support advocacy capacity of national and regional NCD alliances** by aligning the Our Views, Our Voices initiatives with the NCDA Advocacy Institute and support training on key elements of equity, community-led monitoring, and integration.

- **Support meaningful involvement of people living with NCDs** at national, regional, and global level, boosting ongoing advocacy efforts and linking in with ongoing work part of the NCD Advocacy Institute, including supporting the development of national and regional advocacy agendas of people living with NCDs, working with national NCD Alliances in the Philippines and others.

- **Support the organisation of Our Views, Our Voices events** as required, including supporting programme curriculum development, participant support, administrative and logistics functions, and evaluation.
• Support the growth and development of the *Our Views, Our Voices* network, including conducting consultations to understand its needs and how it can be served.

• **Support the development of key knowledge resources** in support of the *Our Views, Our Voices* initiative as needed, e.g., reports, framework, practical guides, briefs, etc.

• **Support the coordination of national efforts on meaningful involvement of people living with NCDs with global advocacy** to ensure maximum impact of the partnership with the Leona M. and Harry B. Helmsley Charitable Trust.

• **Monitor local conditions and opportunities** for the *Our Views, Our Voices* initiative and collect data regularly to help with programme development.

• **Provide written content** to promote and support the *Our Views, Our Voices* initiative through NCDA Alliance communication channels, including the *Our Views, Our Voices* digital platform.

• **Perform grant administration duties**, including grantee communications, support grant awards and grantee reporting.

**On-going activities**

• Ensure an updated record of activities relating to meaningful involvement of people living with NCDs supported by the CD projects and initiatives, to inform NCDA’s capacity development, advocacy, and communication activities.

• Maintain regular communications with relevant key stakeholders, including regional and national NCD alliances, *Our Views, Our Voices* advocates for advocacy and network updates relating to the initiative, as well as for mobilisation in relevant global opportunities.

• Gather relevant country and regional information to support the offering of appropriate and relevant technical assistance to *Our Views, Our Voices* advocates and member NCD alliances.

• Help maintain an updated contacts database of *Our Views, Our Voices* advocates.

• Handle administrative responsibilities and Capacity Development work as needed.

• Provide support of capacity development meetings as required, including administrative and content development support.

• Look for opportunities to showcase the *Our Views, Our Voices* initiative in events and platforms.

**Experience and skills**

• Advanced university degree in public health, international relations, public policy, or similar, with a minimum of 2-3 years of relevant job-related non-profit experience.

• International work experience highly desired, as well as professional knowledge and experience of public engagement, volunteer management, advocacy, and/or programmes.

• Demonstrated interest and understanding of global health and development; knowledge of noncommunicable diseases would be ideal.

• Experience in web development, database management, a plus.

• Excellent interpersonal and verbal communication skills.

• Excellent organisational and strategic planning skills, and ability to successfully manage competing priorities and meet deadlines.
• Capacity to work independently and collaboratively in an international team environment.
• Capacity to work sensitively in a multicultural setting and with people and organisations representing those living with NCDs.
• Excellent judgment, strategic thinker, initiative taker.
• Excellent analysis, writing and oral communications skills in English – foreign language skills would be a plus.
• Solid knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and working knowledge of web and software, including WordPress, Adobe Creative Suite, Google Drive, a plus.

How to apply:

Please send your CV and cover letter to jobs@ncdalliance.org. Please reference the name of the position in the subject line of your email. NCDA welcomes applicants of all backgrounds to contribute to its diversity and welcomes applications from individuals with lived experience of NCDs.

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.

Closing Date for Applications: 27 August 2023. We regret that we are only able to contact shortlisted candidates.