



**Vacancy Announcement:
Public Engagement Officer**

Title:	Public Engagement Officer
Contract Type:	Employee, full time
Contract Duration:	12 months
Reporting to:	Capacity Development Manager
Start Date:	February 2021
Location:	Combination of home-based and working from the London office (pending COVID-19 restrictions)
Application Deadline:	17 January 2021

About the NCD Alliance

Founded in 2009 by four international NGO federations – the International Diabetes Federation, the International Union Against Tuberculosis and Lung Disease, the Union for International Cancer Control, and the World Heart Federation – the NCD Alliance (NCDA) is a unique civil society network leading the way to a world free from preventable suffering, disability and death caused by non-communicable diseases (NCDs).

NCDA is at the forefront of elevating NCDs onto the global health and development agenda. NCDA's strong global network includes national and regional alliances around the world; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York. Our network includes global and national NGOs, scientific and professional associations, academic and research institutions, private sector entities and dedicated individuals.

The NCDA's activities aim to influence policy, raise global awareness of NCDs, broker knowledge and good practice in policies to prevent and treat NCDs and to support capacity development of NCD civil society organizations and alliances. Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High-Level Meetings on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, NCD-related targets in the Sustainable Development Goals and the declaration of the UN High-Level Meeting on Universal Health Coverage (UHC) in 2019.

The Capacity Development (CD) area is a cornerstone of NCDA's work supporting civil society to effectively and sustainably stimulate government action and ensure accountability for NCDs. Today, NCDA mobilises a network of 65 national and regional NCD alliances around the world. Its CD 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 (PLWNCDs). The *Our Views, Our Voices* initiative is a flagship initiative of the NCDA and PLWNCDs dedicated to promoting the meaningful involvement of PLWNCDs 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 PLWNCDs with the skills, knowledge and opportunities to be change agents at local and global levels.

In 2017, as a result of a consultation with nearly 2,000 individuals, a global Advocacy Agenda of People Living with NCDs was produced, identifying priorities and challenges in the areas of prevention, treatment, support and care, human rights and social justice, as well as meaningful involvement. Since early 2018, NCDA has supported national NCD alliances in Ghana, Kenya, India and Mexico to develop National Advocacy Agendas of People Living with NCDs.

NCDA has a multi-year partnership with the Leona M. and Harry B. Helmsley Charitable Trust (2020-2022) to engage in global advocacy on Universal Health Coverage (UHC) and NCD care and to support national advocacy and action for health systems strengthening and UHC for chronic NCDs, and to promote the meaningful involvement of PLWNCDs in the NCD and UHC response.

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 description

NCDA seeks a Public Engagement Officer to support the implementation of the *Our Views, Our Voices* initiative, supporting the meaningful involvement of PLWNCDs to advocate for change and strengthen the NCD response, including through the NCD Diaries.

In 2021, the *Our Views, Our Voices* initiative will be launching 2 series of the NCD Diaries, a participatory and community-based programme that will engage diarists to provide a compelling repository of documented lived experience illustrating local and personal realities of people living with NCDs, the challenges faced and aspirations and recommendations for change. In addition, in 2021, alliances in Tanzania, Rwanda and Malawi will be supported to develop National Advocacy Agendas of PLWNCDs.

The Public Engagement Officer will work with PLWNCDs, *Our Views, Our Voices* advocates, the Capacity Development team, the communications team, and other stakeholders for the fulfilment of its responsibilities. The ideal candidate will bring understanding of public engagement, advocacy, global health, communications and overall programme management.

This is an excellent opportunity for candidates passionate about meaningful involvement and advocacy, 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 Public Engagement Officer. This position reports to the Capacity Development Manager. This position is associated with the Helmsley Charitable Trust partnership described above 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 combine working from home and working in the London office (pending COVID-19 restrictions).

Core responsibilities

- **Support the planning and 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 NCD Diaries with relevant key stakeholders**, to ensure broad dissemination of diary entries and use to forward communications and advocacy.
- **Support meaningful involvement of people living with NCDs** at national, regional and global level, including supporting work in Mexico, Malawi, Tanzania, Rwanda and African region, boosting ongoing advocacy efforts and linking in with ongoing work part of the NCD Advocacy Institute.
- **Support the development of national advocacy agendas of people living with NCDs**, working with national NCD Alliances in Malawi, Tanzania, Rwanda.
- **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 resources for people living with NCDs** in support of the Our Views, Our Voices initiative as needed, e.g. guides, briefs, publications, 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 PLWNCDs 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 of public engagement, volunteer management, advocacy, and/or programmes.
- Demonstrated interest and understanding of global health and development; knowledge of non-communicable 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 info@ncdalliance.org. Please reference the name of the position in the subject line of your email. NCD Alliance 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

17 January 2021. We regret that we are only able to contact shortlisted candidates.