Vacancy Announcement

Partnerships & Membership Officer

Title: Partnerships & Membership Officer

Contract Type: Employee, full-time

Contract Duration: Permanent

Reporting to: Partnerships & Business Development Manager

Start Date: As soon as possible

Location: London – with a combination of home-based and office work (pending COVID-19 restrictions)

Application Deadline: 4 September 2022

• Do you have a passion for global health and development, improving the lives of people everywhere, and holding governments accountable for their commitments?

• Would you like to be part of a dynamic and impactful global NGO seeking to ensure people everywhere can enjoy a life free from preventable suffering and death due to noncommunicable diseases like cancer, diabetes, cardiovascular disease, lung disease and mental health conditions?

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 65 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.

As a global alliance and membership-based organisation with a mission to unite and strengthen civil society to stimulate action on NCDs, engagement, coalition-building and partnerships have always been in the DNA of NCDA’s approach and work. NCDA’s vision, mission and organisational structure have strategically positioned the organisation to engage with a wide range of organisations which share its goals. NCDA partners with 29 organisations that span multilateral agencies, governments, academia, foundations, and relevant private sector entities to further its ability to support the NCD community and drive impact on a global scale. As members of NCDA’s Supporters Group, NCDA partners have access to a range of benefits, including
opportunities for coordination and engagement on global NCD issues and implementation strategies. More information about NCDA’s Supporters Group and partners can be found here.

**Job description**

We are looking for a Partnerships & Membership Officer to join our dynamic team of 25 staff located across 3 offices (Geneva, London, and New York). The Partnerships and Membership team encompasses 4 staff members, and the Officer will report to NCDA’s Senior Partnerships and Business Development Manager.

The Partnerships and Membership Officer will support the strategic growth of NCDA’s partnerships and membership in line with NCDA’s new strategy 2021-2026. The role will be responsible for supporting NCDA’s strategic engagement with partner NGOs and overseeing the delivery of related work plans and activities, supporting NCDA’s membership outreach strategies and delivery, reporting and M&E processes and business development.

This is an excellent opportunity for candidates passionate about global health and multisectoral action to work for a respected civil society organisation and engage with a range of stakeholders such as corporates, foundations, development agencies and NGOs.

**Main duties and responsibilities**

The main responsibilities for the role are:

- Supports strategic engagement with NCDA’s existing NGO partners and members by providing research, tracking of relevant data and information on CRM systems and project management.
- Contribute to NCDA’s partnership and membership growth, by supporting plans and activities.
- Supports NGO partners and members reporting and monitoring and evaluation efforts, ensuring documents are prepared and submitted on time, including the Partners Report, Membership Bulletin, and Communications promotional plans and products.
- Assists in the planning and delivery of relevant partners events in line with NCDA’s new strategy.
- Ensures internal and external communications products and the website are updated and fully represent NGO Partners and Members’ activities.
- Schedules and coordinates team meetings, prepares agendas, and captures notes as appropriate.
- Liaises with NGO partners to deliver bilateral plans and activities, maintaining constructive relationships and proactively seeking alignment.
- Collaborates across the NCDA team (particularly working with Communications, Policy and Advocacy, and Capacity Development) to implement NCDA’s partnership and membership strategy to ensure compliance, in consultation with supervisor as appropriate.

**Skills and competencies**

**Essential:**

- Relevant bachelor’s degree with a minimum of 2 years of experience working in a related field, ideally in an NGO or membership organisation.
- 1 year of membership or partnership experience, relevant administrative or professional work experience including one year of project management.
- Highly organised and detail-oriented, with ability to multi-task and prioritize competing demands to meet team’s deadlines and objectives.
• Excellent interpersonal skills and the ability to work in a multicultural environment and liaise with a diverse array of collaborators, consultants, and stakeholders from across the globe.

• Excellent communication skills, both verbal and written; strong cross-cultural communication and sensitivity skills.

• Demonstrated experience following standard policies and procedures, receiving general instruction and supervision, and contributing to deliverables and initiatives.

• Ability to work independently and collaboratively in an international team environment.

• Strong knowledge of MS Office applications and virtual meeting platforms (Zoom, Microsoft Teams).

• Fluent in English (spoken and written).

Desirable:

• Fluent in other languages. French is a plus.

• Knowledge of NCDs and global health or quick learner and interest in NCDs and global health

• Familiarity with CRMs.

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

To apply, please fill in the form available via this link and attach a cover letter (no more than 2 pages) and Curriculum Partnerships & Membership Officer - August 2022 (smartsheet.com)

Closing date for applications: 4 Sept 2022

We regret that we are only able to contact shortlisted candidates. Applications received after the deadline will not be reviewed.