



International Programme Officer

Appointment Brief

July 2024



Action for a Fair Water Future

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Background

Water Witness is a leading force in the struggle for global water and climate justice. From our Headquarters in Edinburgh, we drive action, research, and advocacy for a future where all people can access the water they need to thrive, and are protected against floods, drought, pollution, ecosystem degradation and water conflict.

We stand with those at the sharp end of the water crisis to shine a light on its impacts, understand its root causes and to trigger action. We work with inspirational local partners to demand social justice and to unlock system change so that the world's most precious resource is managed sustainably, equitably and in ways which build resilience to climate change.

Over the past 15 years our team have been at the frontline, working to improve water security for millions of vulnerable people, reform and implement policy and law, build new approaches, nurture communities of practice, and hold governments and corporations to account. Our hands-on field expertise is backed up by cutting-edge research and analysis, and this provides the knowledge and credibility needed to accelerate delivery of the water-related Sustainable Development Goals.

Our [2030 Strategy](#) builds on our track record and sets out five imperatives for change which will unlock improved water resource governance and shared water security:

1. **Accountable governance:** to implement effective and equitable water policy and law.
2. **Progressive financing:** to unlock funding and financial incentives for water security.
3. **Redefining corporate responsibility:** to transform private sector behaviour on water.
4. **Confronting climate chaos:** to prevent catastrophic water shocks and build resilience.
5. **Activating people power:** to trigger political, social and economic change for water security.

Our strategy is working. By sharing compelling evidence and helping communities to raise their voices, we are changing the way that governments, business, and banks think and act on water.

Having secured significant new investment from a range of donors we are now seeking exceptional individuals with the skills, experience and vision needed to guide our next phase of delivery and impact. Join us and lead the transition to a fair water future.

The Role

Job Title:	International Programme Officer
Place of Work:	Edinburgh, UK - preferred, though flexible working arrangements may be considered.
Pay:	£34,073.70 - £39,601.60 (plus benefits including 8% employer pension contribution).
Reports to:	Deputy Director
Travel:	This post requires international travel, including to remote locations in Africa (indicative up to 10 weeks each year)
Term:	To October 2026, Extension subject to performance and funding

Job Summary and Purpose

Over the past 15 years Water Witness, striving for water justice, has carved out a key role in holding governments, business, and investors to account for sustainable water management. We are now seeking an international development practitioner, with a technical background in water and environmental management, to support our growing portfolio of work to secure lasting water security and justice for some of the world's most vulnerable communities.

We are looking for a dynamic individual who has a solid technical understanding of the issues and is experienced in forming effective relationships with international partners, ensuring joint ownership. You will be responsible for ensuring our portfolio of international grants is strategically aligned, delivered to a high standard and results in real impact for greater water justice. Responding to the evolving support needs of our partners, you will make sure that the evidence emerging from their work is used effectively to drive system change at scale. Regular extended periods of international travel will be required to support delivery and documentation of our high-quality, complex programmes. You will coordinate monitoring and learning, and support programme planning, problem solving and reporting, ensuring delivery is not only on track but results in positive change for those most affected by the water crisis.

You will support our wider team and partners to develop powerful evidence-based stories and narratives to engage media, specific targeted groups, our wider networks and new audiences. Important will be the ability to share learning, support capacity building and identify resource gaps. Skilled at thinking critically, you will be able to influence others and able to work in a flexible, collaborative manner.

Duties and responsibilities

The International Programme Officer will report to our Global Operations Director and will work closely with personnel and partners in different countries where WW supports development programmes, to ensure the work we support is aligned with WW's strategy, and that the delivery of our work has impact, is on track and is in line with donor agreements and budgets.

Specific responsibilities will include:

1. Programme coordination, monitoring, evaluation, reporting and learning

- Support organisational and programme planning, ensuring alignment with agreed delivery targets, outputs and outcomes.
- Support partners to ensure MEAL systems are effective in tracking, supporting and learning from delivery of workplans.
- Monitor financial and material resources relevant to project needs, flagging any concerns to the line manager and UK Director of Corporate Services.
- Champion learning, supporting teams and partners to analyse, package and deliver learning internally and externally for advocacy and communications, focused on driving system change at scale.
- Proactively seize opportunities and troubleshoot problems that arise in the course of the work. Deliver proactive management interventions that keep work on track and maximise impact.
- Ensure social inclusion, where the needs of vulnerable people are clearly heard and acted upon, is at the heart of our work.
- Support effective communication across and with the UK team, and partners in other countries.

2. Technical delivery and quality assurance

- Provide technical advice and support partners with delivery, investigations and assessments.
- Identify or co-develop appropriate methods and guidance to support delivery of key tasks within the programmes.
- Liaise both diplomatically and effectively with stakeholders.
- Ensure quality documentation and record keeping.
- Support country teams to undertake desk studies and literature reviews and produce and issue background reports.
- Support organisational capacity building and training of partners, including compliance with internal policies and best practice.

3. Documentation, learning and advocacy

- Mentor and support teams to collate, analyse and synthesise knowledge generated.
- Mentor and support teams in documentation, including writing and reviewing high

quality, timely reports programme reports that respond to donor requirements and illustrate impact.

- Develop, co-author and disseminate knowledge products, including case studies, training modules, and guidance materials in support of programmes, liaising with the Director of Public and Political Engagement.
- Support our partners to develop powerful evidence-based stories and narratives to engage media, specific targeted groups, our wider networks and new audiences, including press, multi-media and website content.
- Coordinate and support the effective use of Information and Communications Technology across teams.
- Identify opportunities to increase programme visibility and raise the organization's profile by disseminating results within and beyond the development community and water sector, liaising with the Director of Public and Political Engagement.

4. Organisational development

- Represent Water Witness and the interests of its stakeholders at local and international meetings as required, and develop strategic relationships with partners.
- Contribute to the strategic development of the organisation including through supporting the development or support of funding proposals, bids and efficient back office support and management.
- Provide advice, support to the Director, Senior Leadership Team, team, partners and the Board of Trustees.
- Help secure and deliver consulting and other work assignments globally as required.

Key working relationships and logistical arrangements

The successful applicant will be a key member of our team of professionals based at our Head Office in Edinburgh. They will report to the Deputy Director, working closely with our partners and supporting the organisation's operations globally .

Person Specification

The successful applicant will be able to demonstrate the following:

Experience and qualifications:

Essential

- Sound technical understanding of water and water resource management, climate resilience and international development issues, trends and priorities.
- A postgraduate degree in a relevant field (e.g. Water Resource Management, Environmental Science or International Development).
- Experience in working effectively with diverse stakeholders through participatory processes.
- Experience in developing, managing, monitoring and evaluating the delivery of a wide range of donor-funded international development programmes
- Proven experience of programme support, communications and coordination.
- Experience of advocacy design and implementation and the use of multi-media communication strategies.
- Proven knowledge of financial management and budgeting.
- At least 4 years of relevant professional experience, with at least one year based in a developing country.
- Right to work and live in the UK.

Desirable

- Experience of working in a cross-cultural settings as part of a busy team.
- Experience working with the private sector, government and civil society.
- A hands-on understanding of water resource management and water stewardship

Skills and attributes:

Essential

- Excellent analytical and writing skills, adapting style to write for a range of audiences.
- Familiarity and competence in the use of social media, graphic design, film/photography, and publishing.
- A very strong communicator with the ability to listen, respond to, and negotiate with diverse and sometimes challenging audiences.
- Organisational capability, including the ability to manage multiple priorities whilst ensuring attention to detail in a complex, fast-paced environment.
- Ability to capture and analyse qualitative and quantitative information and to synthesise it into clear summaries, recommendations and concise reports.
- Ability to work collaboratively and to coordinate with dispersed international teams comprised of people from diverse backgrounds.
- Facilitation and training skills, ideally in supporting partners or colleagues internationally.
- Able to analyse financial information, budgets and monitor costs.
- Excellent IT skills, particularly in Excel, PowerPoint and Word.
- Ability to travel overseas and thrive in challenging conditions.
- A passion for social justice through equitable and sustainable water management.
- Committed to diversity, equity, and inclusion and to Water Witness' mission.

Desirable

- Working ability or fluency in Kiswahili, Amharic or Chichewa.



How to apply

All correspondence should be sent to jobs@waterwitness.org with 'International Programme Officer' in the subject line. Please provide a CV and cover letter in ONE single document. The cover letter should be no more than two pages long. It must explain why you want this position, and how your skills and experience make you a good fit. To demonstrate your writing capabilities, please also write and attach a paper of no more than two sides, (excluding references) entitled 'The role of improved water governance and management in building climate resilience in the 'Global South''. This paper is intended to illustrate your knowledge, understanding, and suitability for the advertised position.

NOTE: APPLICATIONS WHICH DO NOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED

Timeline

Closing date:	12 noon 19th August 2024
Interviews:	w/c 9th September 2024
Expected start:	October 2024

Equality Statement

Equality and diversity are at the core of Water Witness' values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. We are committed to equal opportunities for all, and to welcoming people from a wide diversity of backgrounds, cultures and experience. **On this occasion only those with an existing right to work and live in the UK should apply.**

Selection Process

We'll only use the information you provide to process your application. For more details on how we use your information, see our [applicants privacy notice](#). By emailing us, you are permitting us to use the information you have provided for recruitment purposes. Shortlisted candidates may be required to undertake an additional assessment prior to final interview.

Queries

If you have any queries on any aspect of the appointment process, or need additional information, please email jobs@waterwitness.org.

