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| Job Title | Global Network Development Lead | Contract Type | Part-time, 3 days a week 2 Year Fixed Term Contract, with possibility of extension subject to funding. |
| Line Manager | Executive Director | Flexibility | Home-based - with considerable flexibility on working pattern, hours and days. Note, you must <i>already</i> have the right to work in the UK. |
| Salary | £40,000 (pro-rata for three days per week) + Matched pension contribution up to 8% of salary. | Travel | International travel up to 3 times a year (once covid-19 restrictions lift) potentially to fragile and conflict-affected contexts. |
| Job Purpose | To develop, support and grow the Casualty Recorders Network – the primary global network for casualty recording organisations. | | |
| KEY OBJECTIVES | | ABOUT YOU | |
| <p>1. To grow the membership of the Casualty Recorders Network (CRN)</p> <ul style="list-style-type: none"> Develop a compelling vision and add value for the network and its members. Take a systematic approach to gaining new members, identifying priority contexts to extend our reach. Build relationships with casualty recording organisations, identifying common interests and funding opportunities. <p>2. To engage and support CRN members:</p> <ul style="list-style-type: none"> Create opportunities to strengthen capacity, enable knowledge sharing and peer support – including visits. Provide research and technical support to members and to advance casualty recording as a field. Lead events online and offline to enable network coherence. <p>3. To develop and deliver a network strategy, operational plan, and communications approach</p> <ul style="list-style-type: none"> Develop a coherent plan to raise awareness of casualty recording as a field, and secure funding to support this. Communicate effectively across a range of channels to reach diverse audiences. Monitor progress regularly against agreed KPIs and report to line manager and board or trustee on progress and challenges. | | <p>We're looking for a great person to join our small, friendly team. Here's an idea of what we're looking for:</p> <ul style="list-style-type: none"> Someone with a track record of building networks, ideally in the area of human rights, humanitarian aid, international development or peace-building. You'll be a keen connector and proactive in finding ways to bring people together to share their expertise and support each other. a person with strong project management skills. You'll be self-motivated with strong organisational skills and the ability to work independently. You will bring strong research skills and the ability to deliver robust research outputs which are communicated really well. You will bring excellent communications skills, relationship management experience, and have a real ability to communicate in cross-cultural contexts. <p style="text-align: center;">ABOUT US</p> <p>It is a really exciting time at Every Casualty. We have a new Executive Director, new website - even a new identity to highlight the value we put on each life lost in armed violence. We are a small team who seek to make a big impact.</p> <p>You can find out more about who we are, our mission, and the Casualty Recorders Network on our website www.everycasualty.org. Also, see what's happening on our Twitter feed @everycasualty.</p> | |
| | | RESPONSIBILITIES | |
| | | <p>Decision Making: you will have clear decision making rights, agreed with your line manager.</p> <p>Finance/Budget: you will actively manage the Casualty Recorders Network budget, report on spend and build network budgets for grant bids.</p> <p>Accountability: you will be accountable directly to the Executive Director, with reports to the Trustee Board.</p> <p>Travel: you will need the ability to travel internationally up to 3 times per year, potentially to fragile and conflict-affected contexts.</p> <p>Occasional UK travel, including to London and South East, for team and board meetings and/or events.</p> <p>Cover: you will deputise for Executive Director as needed.</p> | |

| PERSON SPECIFICATION | | | | STAGE IN THE PROCESS | | |
|--|--|-----------|-----------------|----------------------|-----------|------|
| SKILLS AND EXPERIENCE NEEDED | What this can look like... | Essential | Desirable | Shortlisting | Interview | Test |
| 1. At least 3 years' experience of network building and/or coalition-coordination - ideally in a human rights, humanitarian, peacebuilding or international development context. | <ul style="list-style-type: none"> You have co-ordinated a membership network, in the UK or globally. You show understanding that coalition-working requires persistence, tact and encouragement. You have organised effective network and/or coalition events and communications. | √ | | √ | √ | |
| 2. Strong organisational skills with the ability to prioritise and juggle a range of competing demands. | <ul style="list-style-type: none"> You can demonstrate your ability to work to deadlines and balance multiple demands. You show great attention to detail, manage risks and foresee issues. You work on the right issues at the right time, including making hard prioritisation decisions. | √ | | √ | √ | √ |
| 3. Strong research skills from design, through conducting the research itself to producing tangible and impactful outputs. | <ul style="list-style-type: none"> You have led research and developed research reports. You show creative ways to communicate research. You have used evidence to influence internal strategy and/or external policy. | √ | | √ | √ | |
| 4. Excellent communication skills, and experience of working in culturally diverse environments. | <ul style="list-style-type: none"> You can adapt your communications style for the context. You use a range of channels to communicate. You may be proficient in languages other than English (particularly Spanish, Arabic, French). | √ | | √ | √ | √ |
| 5. The ability to undertake international travel for research and network-related activity, sometimes to fragile and conflict-affected contexts. | <ul style="list-style-type: none"> You bring understanding of the challenges and preparation required for fragile-context travel. (desirable) You bring a track record working in these contexts and undertaken security training e.g. HEAT | √ | √ experience | √ | √ | |
| 6. The ability to bring additional skills which are valuable to a small organisation and add value to a team. | <p><i>Examples</i> of skills which would be useful:</p> <ul style="list-style-type: none"> Experience of web content maintenance, data management and use of e-communications platforms. Good understanding of creative outputs and production processes, including print, digital and video. Proficiency in project budget management. Experience of securing and managing funding. | | √ | √ | √ | |
| KNOWLEDGE / QUALIFICATIONS | | | | | | |
| 7. You can demonstrate your commitment, passion and a professional journey relevant for our work. | <p>You could be a graduate in a discipline relevant for this role, with at least three years' professional experience.</p> <p>You may not have a degree, rather you have considerable relevant experience working in this field and/or in developing similar networks.</p> | √ | | √ | | |

