

<b>Job/Role Title</b>	<b>Project Coordinator and Business Analyst</b>
<b>Division</b>	<b>Member Association (MA) Support and Development</b>
<b>Grade</b>	<b>E</b>
<b>Location</b>	<b>Brussels, Belgium</b>
<b>Responsible to</b>	<b>Member Association Support and Development Director</b>
<b>Date</b>	<b>April 2023</b>

**Role Purpose:**

Draw together information coming from individual Member Associations (MAs), partners and cross-regional initiatives/projects - in particular through coordinating the EU Citizens Rights and Values Programme (CERV) programme - including context, needs, challenges and strengths, and provide a continually updated picture of the common threads, in order to inform programming and investment priorities, joint activity development, capacity building needs and prioritization for engagement in opportunities. Ensure overall smooth coordination and delivery on the commitments of the CERV annual operating grant.

**Context of role:**

IPPF has a clear focus on evidence-based programming and decision-making at all levels of the Federation. We therefore are required to have and maintain a depth of consistent information from MAs and partners to support advocacy, service delivery, continuous learning, resource mobilization and donor relations.

For EU MAs, much of this work is supported through an operating grant of the Citizens, Equality, Rights and Values (CERV) programme, which draws key strands of work together in the EU, and across all divisions of the Regional Office. Given the importance of this programme, it is an anchor to draw information, evaluate and develop our support of MAs in 18 EU countries, so ensuring its smooth operation is a key part of this role. You will liaise with all work package leaders to ensure delivery is on track, coordinate with finance on budget, and coordinate annual grant submission and reporting.

As well as information gathered from CERV and other restricted projects, IPPF has a network of information and knowledge management systems. You will support the management of same as well as contributing to and drawing information from them. 'Architects of Cooperations (AOCs)', a role dedicated to a sub-set of MAs in each region will use the information you provide to support better their grouping of MAs; staff working at the EU level will use the CERV results to increase EU support to SRHR; while at the global level, information will support monitoring programme/project performance, financial utilization and external trends including tracking the pushback on SRHR. .

The information gathered will provide an overall picture of each region and globally. It will cover the main trends and challenges plus support MA-facing and other roles as required. It will map and evaluate MAs objectively when opportunities arise such as Calls for Proposals and establishment of new IPPF initiatives, so that MAs, who are most in need or most likely to succeed, can be supported. It will also help MAs in raising their own resources and showcase their work better to local, regional and international stakeholders. Stronger information systems fronted by an 'MA Dashboard' will support our ability to manage the information captured and better use it.

**Role Deliverables:**

**Project Coordination**

- Coordinate the CERV operating grant, working with four work package leaders across departments, to ensure delivery is on track, and key outputs and milestones achieved.
- Serve as the primary contact point with our focal point at the European Commission, ensuring all Commission rules/updates to same are communicated and understood by those responsible for delivery, and that issues arising are fed back to the Commission.
- Collaborate with the finance department to oversee the project budget, ensuring planned expenditure is in line with EU regulations.
- Organise submission of the annual, operational and MEL plan, budget proposal and reporting in line with EU requirements

**Optimising knowledge**

- Gather, collate, analyse and present information ensuring that established work plans and regular support activities are delivered and reported consistent with standards and schedules.
- Consolidate and maintain documentation on performance and best practices to support programme improvement activities.

- Gather and document information from Members and Collaborative Partner organisations that supports the creation of organisational profiles.
- Support and populate tracking/reporting platforms; and maintain guidance and resource tools that support programme implementation, changes and enhancements.
- Support AoCs as required, eg assisting on contract management and compliance issues when needed
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

### **Key Skills/Expertise:**

- Coordination/ management of complex projects (knowledge/experience of EU projects desirable)
- Numerate with proven quantitative and qualitative data management skills.
- Experience in DHIS2, Power BI, advanced Microsoft Excel and data warehouse platforms. Online survey package experience is desirable. Knowledge/experience in DHIS2 and Power BI preferred.
- Ability to interact with, coach, train and present to diverse, multicultural and multilingual groups.
- Organisational and time management skills required to multitask and meet tight deadlines.
- Experience of reporting to donors.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- Knowledge of gender transformative programming and/or policy (including SGBV) desirable.
- Knowledge of finance and compliance an added value.

### **Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.