



# WESTMINSTER FOUNDATION FOR DEMOCRACY

## Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive, and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

<b>Job title</b>	Programme Coordinator Sierra Leone		
<b>Contract type</b>	Fixed term contract for services	<b>Location</b>	Freetown, Sierra Leone
<b>Starting salary</b>	£600-£700	<b>Contract length</b>	April 2019 – March 2022

### Context

#### The Foundation

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening and political party development. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to Asia and Middle East and North Africa in recent years. In 2012, the organization celebrated its 20th anniversary – a year in which it's set to greatly increase its role and impact as a world leader in supporting the development of democracy. For more information, please visit [www.wfd.org](http://www.wfd.org)

#### The Programme

WFD is looking to recruit an experienced Programme Coordinator that will support the implementation of WFD Programmes in Sierra Leone which are focused on promoting transparent, accountable and inclusive politics.

WFD is currently implementing two programmes from its office within the Parliament of Sierra Leone: 1) Inclusive and Accountable Politics Programme (IAP), focused on transparency and inclusion – including work around Open Government Partnership and financial oversight; 2) Commonwealth Partnership for Democracy Programme (CP4D), focused on disability inclusion.

The WFD implementation approach consists of two key principles: (i) to work with key stakeholders such as Parliament and other formal political bodies, and (ii) to deliver programmes with both local and international expertise.

### Main purpose of the role

The Programme Coordinator be responsible for supporting the Country Representative in ensuring WFD programmes are fully implemented, targeting the right partners and beneficiaries and results are effectively communicated both locally and internationally.

The post holder will play a central role in assisting the strategic development of the programmes but will mostly focus on the coordination, implementation, communications and monitoring and evaluation of WFD's programmes. The post holder will also be expected to work with finance staff to ensure programmes are delivered within budget. The Programme Coordinator will also be expected to contribute to the development of future business development opportunities, specifically for Sierra Leone but also for WFD's work in the region and globally as required.

The post holder will specifically be tasked with supporting mechanisms to ensure citizens participation in the legislative process under WFD's IAP programme, including through ensuring the Parliament of Sierra Leone has stronger links with the Open Government Partnership process thereby making Parliament an effective player in promoting openness and transparency.

The post holder will also be specifically tasked with developing stronger relationships with political parties, Disability Focused Institutions, Disabled Persons Organisations (DPOs) and Women's and Youth Bodies to ensure WFD programmes are inclusive and target expected audiences.

#### **Management and key relationships**

<b>Staff managed<sup>1</sup></b>	None
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<b>Reports to<sup>2</sup></b>	Country Representative Sierra Leone
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#### **Key Relationships**

- Leadership of Parliament
- Members of Parliament
- Parliamentary Departments and Committees
- Sierra Leonean experts, partner organisations, and key civil society and government stakeholders
- WFD London Office and WFD programme staff including international offices of UK political parties
- International community including the UK High Commission, DFID, EU, USAID, UNDP and other international donors and implementing agencies and partners
- Relevant suppliers

#### **Main Duties**

##### **1 Strategic Development**

The job holder has a critical responsibility to support the Country Representative in providing leadership and strategic direction for WFD programmes in Sierra Leone. The job holder will therefore:

- Assist in programme design and planning, ensuring WFD programmes are in alignment with WFD's global strategy.
- Assist in developing a country strategy and annual work plan and

<sup>1</sup> Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

<sup>2</sup> Please note WFD reserves the right to change the line of management according to the needs of the organisation.

	<p>ensuring the annual work plan is fully monitored.</p> <ul style="list-style-type: none"> <li>- Lead in local partner identification and serve as link between Parliament and the relevant CSOs partners that WFD will be working with in supporting the work of Parliament.</li> <li>- Assist the team in developing and implementing fund-raising strategies to ensure increased funding opportunities for WFD programmes in Sierra Leone.</li> </ul>
<b>2.</b>	<p><b>Programme Management</b></p> <p>The post holder will assist the team in the full implementation of WFD programmes in Sierra Leone. The job holder will therefore:</p> <ul style="list-style-type: none"> <li>- Assist in supporting and monitoring WFD programmes ensuring the right tools and processes are utilised.</li> <li>- Manage programme relationships with CSO's implementing aspects of WFD's programmes at local level.</li> <li>- Conduct field supervision visits to provide support to partners and beneficiaries of WFD programmes.</li> <li>- Assist the team in developing mechanisms to effectively gauge learning and collect progress data regarding post-training activities from beneficiaries.</li> <li>- Assist in producing monthly, quarterly and annual reports on WFD's work and ensure the relevant stakeholders are fully updated on progress.</li> <li>- Consult and work with the programme's beneficiaries and partners to ensure buy-in for the programme in its design and implementation.</li> </ul>
<b>3.</b>	<p><b>Financial management</b></p> <p>The post holder will work with the Country Rep and finance staff to ensure the effective financial management of WFD's programmes in Sierra Leone</p> <ul style="list-style-type: none"> <li>- Profiling, forecasting and financial management of the programme budgets</li> <li>- Production of accurate and timely financial reporting to WFD</li> <li>- Ensuring an accurate asset register is maintained by the office.</li> <li>- Ensuring expenditure incurred in country complies with relevant standards and policies</li> <li>- Ensure Value for Money (VFM) principles are applied</li> </ul>
<b>4.</b>	<p><b>Relationships and coordination</b></p> <p>The job holder will be responsible to work with Parliament in building linkages with Civil Society Organisations (CSO's) and supporting mechanisms to ensure citizens participation in the legislative process. The job holder will therefore:</p> <ul style="list-style-type: none"> <li>- Ensure Parliament of Sierra Leone have stronger links with the Open Government Partnership process thereby making Parliament an effective player in promoting openness and transparency.</li> <li>- Assist in developing a Parliamentary-CSO engagement process to ensure mutually beneficial open and transparent relationships between Parliament and CSOs.</li> <li>- Assist in cultivating stronger relationships and networks with local and international partners in the implementation of WFD programmes in Sierra Leone.</li> <li>- Develop stronger relationships with political parties, Disability Focused Institutions, Women's and Youth Bodies ensuring WFD programmes are inclusive and therefore targeting the expected audience.</li> <li>- Manage the WFD partners data base and institute mechanisms to</li> </ul>

	ensure the data base is regularly updated
<b>5.</b>	<p><b>Communication and Monitoring, Evaluation and Learning (MEL)</b></p> <p>The role holder will lead WFD communications work in Sierra Leone and work effectively with WFD's London team to communicate WFD's work and results locally and internationally. The job holder will therefore:</p> <ul style="list-style-type: none"> <li>- Develop a communication plan ensuring that it is fully implemented and monitored.</li> <li>- Support the development and implementation of MEL plans</li> <li>- Support the submission of timely MEL reports</li> <li>- Provide regular updates to the WFD London Communication team and proactively identify 'stories of change'</li> <li>- Assist the team in ensuring effective internal coordination between WFD and the various Parliamentary Committees and Departments.</li> <li>- Develop media monitoring mechanisms to capture the effectiveness of WFD programmes and messaging in the media.</li> <li>- Through the support of the Country Representative, develop quarterly updates of WFD's work to the UK Foreign and Commonwealth Office and Department for International Development in Sierra Leone.</li> <li>- Assist the team in providing timely updates of WFD programmes for the WFD website and on social media platforms like Facebook, twitter and Yammer</li> <li>- Support in developing local communication materials to better communicate WFD work in Sierra Leone.</li> </ul>

#### Person Specification

#### Knowledge, skills and experience

	Requirement	E/D <sup>3</sup>	Evaluation <sup>4</sup>
1	Bachelor's degree in a relevant discipline such as Political Science, Communication and Public Relations, Development and or Public Administration.	D	Application
2	Thorough knowledge of the political environment in Sierra Leone	E	Application and Interview
3	An understanding of inclusiveness and key themes like Open Government Partnership, Gender Equality and Legislative Processes.	D	Application and Interview
4	Experience in designing and implementing programmes. This should include programme monitoring, evaluation with strong report writing skills.	E	Application and Interview
5	Experience implementing UK funded and/or USAID, UNDP, EU, donor-funded programmes	D	Application and Interview
6	Experience of gathering and consolidating information for monitoring and evaluation purposes	D	Application and interview
7	Experience in communication and content management of website with strong skills in using tools like twitter, facebook etc.	E	Interview
8	Significant experience in organisational branding and production of communication materials.	E	Application, interview and test
9	Thorough understanding and experience of financial	E	Application

<sup>3</sup> Essential or desirable

<sup>4</sup> This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

	management and numerical competency		and Interview
<b>Competencies<sup>5</sup></b>			
	<b>Requirement</b>	<b>E/D</b>	<b>Evaluation</b>
<b>1</b>	Credibility and confidence in communication and networking	E	Application and Interview
<b>2</b>	The flexibility to work in a fast-changing environment with the ability to manage and prioritise a range of operational, financial and administrative responsibilities	E	Interview
<b>3</b>	Good judgement in taking decisions where there is sometimes no precedent	E	Interview
<b>4</b>	Ability to work independently and effectively, and drive to manage workload, with limited supervision	E	Application and Interview
<b>5</b>	Ability and confidence to multi-task in an international environment	E	Interview
<b>6</b>	Good skills and ability to influence and negotiate with senior officials, politicians, and representatives of international organisations and CSOs	E	Application and Interview

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<sup>5</sup> Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.