



JOB DESCRIPTION

Position title	: Membership Engagement and Special Projects Coordinator
Line Manager	: Co-Directors, Governance, Policy and Accountability
Direct reports	: Membership Engagement Officer
Post	: Full time
Location	: Flexible. Countries where CARE has a registered office and can host the role, and where the candidate has relevant work authorization.
Type of Contract	: Managed by your hiring office, following labour conditions and regulations adhered to by that office.
Travel Requirements	: Approximately 10%

BACKGROUND

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 20 Members, Candidates and Affiliate, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members, Candidates and Affiliate in the areas governance, policy and accountability, advocacy and communications, coordination and engagement with the EU, and external representation globally at the United Nations and European Union.

CI is governed by a representative Assembly, made up of delegates from its membership, and by an Executive Committee. The Executive Committee oversees the performance of the CI Secretariat. CI is registered in both Switzerland and Belgium as an Association and regulated by respective Statutes in each country.

The impact we want to achieve will only be possible if we continue to transform how we organize ourselves, become more diverse, networked, agile and accountable. Therefore, the central part of CARE's 2030 Vision is to strengthen the diversity and legitimacy of CARE's global presence and membership, as well as to support effective membership engagement and accountability. While our network has grown because of expanding our membership, affiliations, and partnerships, we will continue to evolve and innovate different collaborative models and structures, with a portfolio of country offices, transitioned presences, new members and affiliates, effective equitable partnerships with local actors, social enterprises, and more.

POSITION SUMMARY

The **Membership Engagement and Special Projects Coordinator** is part of the Governance, Policy and Accountability team and works across different teams within the CI Secretariat and the wider CARE international (CI) Confederation. The position will work proactively within CARE's internal multi-

stakeholder environment of varying configurations and representations of its membership and the diverse interests within, i.e. senior leaders from Members, Affiliates, Working Groups, and the Executive Committee. The position will focus on facilitating engagement around a range of shared interests to fulfil both internal and external commitments, with flexibility and agility to lead new projects as they evolve from the strategic priorities of the Assembly and workplans of the Executive Committee.

MAIN RESPONSIBILITIES - specifically, but not limited to:

1. Advance membership shared priorities

- Pro-actively lead on coordination of time-bound strategic projects that enable CARE International to be more agile in responding to a rapidly changing world context by making internal shifts to evolve its shared Vision 2030 priorities, for example, the future of membership diversification, our evolving locally led and globally connected network, the impact of closing civil society space.
- Strengthen CI-wide membership engagement to progress strategic projects by convening internal subject-knowledge holders to collaborate and advance CI-wide understandings, positions and ways forward on strategic project topics. This involves organizing group meetings, webinars/events, overseeing consultant inputs (where required), and preparing papers, reports, presentations and other key documents and workplans as required, including reporting to leadership spaces such as the Executive Committee and membership National Directors.
- Monitor and report on Members' strategic plans against collective commitments.
- Draw on and contribute to sector-wide thinking and expertise on strategic project topics, including risk analysis.

2. Lead internal communications for the Secretariat

- Produce internal communication updates and presentations on confederation-wide initiatives using various methods for effective engagement and information sharing. Coordinate with the Secretariat's external communications team to align content and messaging.
- Support the Executive Committee Chair in their communications and engagement strategy with internal stakeholders, particularly the wider National Directors.
- Develop presentations and orientation materials for Board members, governance bodies, and senior leaders.
- Oversee the updating of internal website (CARE Shares) pages describing the CI Confederation and CI Secretariat

3. Line management

- Supervise the Membership Engagement Officer
- Oversee the work of consultants supporting Membership shared priorities, including agreeing and finalizing Terms of Reference, and ensuring deliverables are met to high quality.

TEAM:

The CI Secretariat Governance, Policy and Accountability Team is primarily responsible for ensuring legal and statutory requirements are met, supporting the performance of CI governance bodies, SLTs, and key Working Groups/other collaborative spaces, maintaining key CI global policies standards, and supporting the membership's performance and accountability with key global policies and standards, collecting and processing impact and program quality data and supporting sense making and accountability and performance around it across the membership, and facilitating membership engagement towards a networked confederation.

The **Membership Engagement and Special Projects Coordinator** reports to the Co-Directors of Governance, Policy and Accountability, and leads on membership engagement on behalf of the CI Secretariat.

DIRECT REPORTS:

Membership Engagement Officer

KEY WORKING RELATIONSHIPS:

The CI Governance, Policy and Accountability Team, members of other teams within the CI Secretariat; the CI Executive Committee, membership National Directors and other key leaders, chairs of the CI SLTs and of relevant WGs.

QUALIFICATIONS:

- **Post graduate degree** in international development, organisational development, change management and/or related field or equivalent qualifications and experience.

SKILLS, EXPERIENCE AND ATTRIBUTES:

The successful candidate should be able to demonstrate the following skills, attributes and experience:

- **Organisational development:** At least 8 years of demonstrated experience in the non-profit sector, with understanding of complex organizational networks, alliances, confederations, or international bodies and how to support engagement by the various parts of the organization and internal stakeholders to advance joint initiatives, with specific knowledge of latest organizational development trends for advancing external commitments, i.e. decolonization, locally led and globally connected networks, Pledge for Change.
- **Research and project management skills:** advanced multi-project management experience with the ability to manage complex data and reports, analysing trends, summarizing key findings, identifying lessons learned and communicating/presenting information in user-friendly and accessible ways.
- **Opportunity seeker:** Self-motivated, proactive, highly organised, efficient and results oriented, independent worker, able to work well with a virtual team. Flexible and able to adapt through ambiguity for collaboration and co-operation that help drive membership intentions around achieving greater impact, enhancing global connections.
- **Learning and curiosity:** High learning agility and adaptive capacity, creative and dynamic, contributing ideas and suggestions to the team.
- **Communications:** Excellent written and oral communication skills and facilitation, with the ability to produce clear and concise information and messages to different audiences utilizing various methodologies including within CARE's intranet system, i.e. visual, interactive forms (e.g. use of excel charts, graphics, simple infographics/pictographs, audio/video storytelling, etc).
- **Interpersonal and collaboration builder:** Strong interpersonal, diplomatic, and negotiating skills and ability to build trust and relations at all levels. Experience and a sense of comfortability in working and communicating with senior-level stakeholders. Ability to work across different cultures and nationalities.
- **Language:** Fluency in English required, second language (French, Spanish or Arabic) highly desirable.
- Commitment to CARE vision, mission, focus and principles.
- Candidates from diverse backgrounds are strongly encouraged to apply

We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives, or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual

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exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the [Inter Agency Misconduct Disclosure Scheme](#) and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

HOW TO APPLY

Interested and qualified candidates should submit their **CVs and a cover letter in English to circruitment@careinternational.org by August 1, 2024.** Only short-listed candidates will be contacted.

More Information on CARE International is available at www.careinternational.org.

CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.