# VALUING WOMEN’S WORK SENIOR PROGRAMME ADVISOR

## JOB DETAILS

| DIVISION: Impact | TEAM: Programme |
| LOCATION: Oxford, UK | CONTRACT TYPE: Open-ended |
| GRADE: B | JOB FAMILY: Programme |
| SALARY: £39,655-£51,816 FTE | HOURS: 36 |

## FLEXIBLE WORKING

We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.

## DIVISION PURPOSE:

We will tackle the root causes of poverty and suffering working in solidarity with people and partners in fragile contexts and by addressing some of the world’s most pressing barriers to equality.

## TEAM PURPOSE:

The Programme and Influencing (PIE) team aims to bring together our work through a one programme approach. It will deliver and enable influencing in the UK and internationally and enable the programme work of countries, partners and allies. It will enable local to global connections as part of our commitment to act in solidarity with partners.

The team will need to anticipate, respond to and adapt to a volatile external environment. Due to COVID-19 the team will need to bridge our response to the pandemic into our future strategy.

We will need to work with partners and the confederation to adapt our strategies to issues and resources available. This requires us to be agile.

We will focus on tackling the undervaluing of women’s work as part of our intentional focus of putting women’s rights and gender justice at the heart of what we do. We will focus on women’s economic empowerment, dignified work, paid and unpaid care and domestic work, fiscal justice, enterprise development and market systems, ensuring we are strengthening women’s rights, voice and status and challenging systems so that
women’s work is shared and invested in as a core part of the economy. Focus areas will also include working closely with private sector advisors, partnership brokers, and corporate engagement teams.

**JOB PURPOSE:**

To provide leadership of OGB’s approach to the Global Challenge for the Valuing Women’s Work (VWW) programme team ensuring these approaches are inclusive and gendered. It will do this through its work with country programmes and teams to enhance quality programming and learning.

**POST HOLDER REPORTS TO**

VWW Programme Team Lead

**JOBS REPORTING TO THIS POST**

Matrix relationships with the Global Advisor on Women’s Economic Empowerment and Care (We-Care) programme

**BUDGET RESPONSIBILITY**

No

**DIMENSIONS OF THE ROLE**

- Provides matrix management support to specialist staff
- Supports the VWW Programme Team Lead with planning and managing human and financial resources and processes related to a specific programme unit and/or area of expertise.
- Represents VWW and PIE on the programme component of the Global Challenge in some coordination meetings and key external relationships
- Leads the development and implementation of the VWW Global Challenge in relation to programmes and in support to countries and partners
- Supports the development of research and policy, evidence and learning, partnerships and thought leadership and in collaboration with private sector, influencing and campaigns teams
- Impact and influence of the job is mostly within the job holder’s own programme unit (i.e. country/region) but occasionally also in other parts of the affiliate and/or with an external audience
- Specific competencies and skills are required to achieve the job's objectives — humanitarian/fragile contexts, feminist economics, labour rights and market systems
- Helps shape objectives within a specific area of work.
- Provides specialist advice and specific skills to their team and the Impact division.
- Plans and objectives are developed to contribute to country, partners, region and broader programme strategy and involve collaboration with other programme units (e.g. GHT, other affiliates or colleagues in different country programmes) or departments (International Operations, and Engagement).
- Management tasks are complex and non-routine within their specialist unit or function.
- Requires the ability to analyse and communicate complex information to a wide audience.
• Decision-making requires significant levels of judgement based on technical experience, generally actively supported by line management or the programme team.

• The focus of the role can vary but has well-defined targets and/or minimum standards and is both proactive and reactive.

KEY RESPONSIBILITIES

• Shapes the Oxfam's vision for the VWW Global Challenge together with the VWW Programme Team Lead, the VWW Global Challenge workstream lead and the Private Sector Engagement Team (including, Ethical Trade Manager).

• Deliver the vision for the VWW Global Challenge programme team.

• Contribute to the overall strategy for Impact Division on Valuing Women’s work and Global Challenge, defining the boundaries of what is in and out of scope.

• Ensure personal action plans and priorities deliver agreed impact objectives and consider options, risks, resources, competing priorities, timescales etc.

• Ensure delivery of thought-leadership and external influencing on VWW Global Challenge across the Impact division identifying strategic collaborations with like-minded organisations, in line with the agreed influencing and thought leadership agendas.

• Undertake business development, proposal writing and fundraising in conjunction with country and partners and the Engagement team.

• Support a coordinated approach to advisory services in response to countries and partners as part of the Global Challenge.

• Identify, resource and deliver research priorities; contribute to generating and disseminating learning from programmes and from evidence.

• Work closely with the multi-country programme (MCP) team in operations to deliver and support with a technical steer. Support the MCP team in strategic decision making on issues such as advisory pool, influencing, partner management/new partnerships, fundraising, staffing, donor relationships, learning and evidencing. Directly lead or support specific tasks of strategic significance or critical for MCP delivery such as, research, strategy, key partnerships or learning groups.

• Provide leadership development and capacity strengthening support through training, mentoring, coaching, advising to programme teams and countries and partners.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

• Live our values of INCLUSION, ACCOUNTABILITY and EMPOWERMENT (read more about these here).

• Ensure you commit to our ORGANISATIONAL ATTRIBUTES (including adhering to the Code of Conduct):

  1. Be committed to our feminist principles, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to

  2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

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those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity.”

Experience, Knowledge & Competencies

**Essential**

For this role you will be expected to role model Oxfam’s feminist leadership approach and we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more about here):

- Self-Awareness
- Relationship building
- Strategic Thinking and Judgment

**In addition, an ideal candidate will also have:**

- Substantial technical excellence in at least two of the following i) feminist economics ii) WEE strategies for enterprises and market systems (iii) unpaid care policy and approaches (iv) social norms and wider gender justice strategies (v) WEE monitoring, evaluation and research (vi) decent and dignified work or (vii) corporate gender policies
- Experience of developing organisational strategies with a focus on convening and finding synergies between diverse stakeholder groups
- Experience of mobilising internal stakeholders around a vision for a major area of work and driving change within an organisation
- Significant experience in strategy design and development, and fundraising targeting institutional and other donors
- The ability to take a holistic ‘systems’ thinking approach build synergy between technical approaches, and bridge what is ambitious and what is practical
- Good understanding, commitment and ideally experience embedding and continuously learning to embed decolonised, safe, anti-racist, intersectional feminist and partner led approaches

**Desirable**

- Working knowledge of other languages used in Oxfam (e.g. French, Spanish, Arabic)
- Lived experiences with intersecting systems of oppression, with knowledge and experience of how power and privilege play out in the countries we work with, including the UK
- Post Graduate Degree or Degree with equivalent work experience or any other related area that can bring added value to the job

**Safer recruitment:** All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what this means here.

**DBS CHECK REQUIRED** No

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