

BRETTON WOODS PROJECT JOB PROFILE: Coordinator

(Updated Jan 2012)

A. GENERAL INFORMATION

About the Bretton Woods Project

The Bretton Woods Project envisions a global economic system that operates on the primary principles of justice, equity, human rights and environmental sustainability, with international institutions that are democratic, transparent, accountable, and responsive to the poorest and most vulnerable citizens.

The project focuses on the World Bank and the IMF to challenge their power, open policy space, and promote alternative approaches. We do this because these institutions are influential funders, proponents and enforcers of economic and development policies, and global opinion formers.

We serve as an information provider, watchdog, networker and advocate. We provide information for the benefit of civil society groups, official institutions, research institutes, governments and parliaments across the world. The project acts as a network hub in the UK and works with civil society – in Europe and internationally – to change the Bank and the Fund.

See <http://www.brettonwoodsproject.org/project/about.shtml> for more information.

Role Purpose

To oversee the management and development of the Bretton Woods Project, a key national and international network hub on international financial institutions and development finance. This includes making strategic decisions about which issues and outputs BWP should focus on, planning and contributing to the Project's written outputs, giving talks, providing strategic advice to and galvanising action amongst network members. It also involves recruiting, managing and motivating Project staff, liaising with the Project's steering group, maintaining relations with key network partners and officials and taking lead responsibility for fund-raising and financial reporting. The Coordinator must present the public face of BWP and be an effective public speaker and do occasional media work.

This role requires a strong understanding of global policy issues, a passion for creating change, the ability to work effectively and diplomatically with diverse civil society groups and officials. Bretton Woods Project needs a Coordinator who can lead a small organisation, maintain and build on the strong network and reputation it has built up, while contributing ideas of their own.

Key contacts:	NGOs and officials
Reporting to:	Actionaid representative on Bretton Woods Project Steering Group
Location:	London
Salary and terms:	£ [ActionAid London salary band 5 = £35,098 - £37,375 - range goes to £41,291]; + pension [2 year fixed term contract with extension on the basis of further core funding]

B. KEY TASKS

- 1) To coordinate the Bretton Woods Project. This will involve:
 - Managing staff and conducting recruitment
 - Coordinating the work of the team and ensuring a high quality of output
 - Leading team meetings and network meetings to strategise and plan
 - Coordinating the production of the team work plan and ensuring that it is effectively delivered.
 - Budget management, including making and approving spending decisions
 - Overseeing the production of funding proposals and of reports to funders
 - Managing the Project's relationship with the steering group
- 2) To lead advocacy on one or two priority areas for the Project
 - Research, policy analysis and writing
 - Advocacy and supporting campaigning by other groups

- Alliance building
- 3) To oversee and contribute to the production of high quality written outputs:
- Planning, overseeing and editing the *Bretton Woods Update*, reports, briefings and website
 - Researching and writing reports, articles and briefings
- 4) To represent the Bretton Woods Project externally:
- Presenting at meetings, including to Ministers, officials, parliamentarians, academics the media, activists and NGOs
 - Chairing NGO and official meetings
 - Briefing and advocating to journalists, officials, politicians and others,
- 5) To develop and maintain partnerships for effective advocacy collaboration with other organisations and networks. This will include:
- Encouraging other organisations to work actively on the World Bank and IMF;
 - Providing strategic advice to civil society groups about how they can most effectively conduct advocacy relating to the World Bank and IMF
 - Attending meetings with civil society groups and officials (in UK and abroad)
 - Responding to enquiries from NGOs, MPs, officials, journalists and others

C. REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS

1. Knowledge

- Education to degree level or equivalent in a relevant subject
- In-depth knowledge of the operations, social and environmental consequences and governance of the World Bank and IMF and/or other development finance institutions
- Good understanding of current global political, environmental, social and economic policy debates

Also desirable: Understanding of UK political systems; Knowledge of the operations of European and international aid architecture

2) Experience:

- Significant management experience in a relevant environment including budget management
- Extensive experience of relevant campaigning, advocacy or research
- Working collaboratively in civil society networks, ideally including with NGOs dealing with development finance institutions and with groups based in the South
- Planning and executing fundraising
- Planning and writing publications on global policy issues
- Planning and executing advocacy strategies, including organising civil society strategy meetings
- Making presentations on complex issues to a range of audiences, ideally including officials, parliamentarians, media and civil society groups

Also desirable: working in Southern countries; working with the media; coalition building within civil society networks

3) Skills and abilities:

- Demonstrated leadership and team-building skills
- Ability to strategise
- Good facilitator and networker in a political environment
- Clear analysis of complex and controversial issues and ability to select key points
- Strong sense of political strategy
- Excellent oral and written communication skills
- Diplomacy and discretion when dealing with diverse contacts and sensitive information

Also desirable: Understanding of economic and statistical concepts; other languages; web skills including content and contact management systems

4) Ability to travel overseas (up to 2 months per year)

5) Commitment to social and environmental justice