ROLE PROFILE

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| Title: | **Global Climate Hub Network Coordinator** | | |
| Functional Area: | Global Gender Transformative Policy and Practice Department | | |
| Reports to: | Head of Climate, Global Hub with a dotted line to Plan International Bangladesh Management | | |
| Location: | Dhaka/ Bangladesh | Travel required: | 30% |
| Effective Date: | As soon as possible | Grade: | 15 / E1 or D2 |

Plan International PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

In Bangladesh, we have set our vision for 2030 as, ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. We have started the new country strategy in July 2020 aiming to achieve this exciting and ambitious vision. This would require the organization to have an effective, efficient and committed workforce willing to challenge the prevailing status-quo, engaging men, women, boys, youth people, specially girls and bringing best out of all to create synergy for movement at all levels – from community to national, and beyond.

role PURPOSE

The purpose of this position, is to:

* Strengthen and grow the Climate Change and Resilience Network, and the portfolio and quality of its work, through sharing of learning, evidence and best practice
* Coordinate meetings for Plan International’s Climate Change and Resilience Network, supporting member mobilization and engagement, sharing agendas and minutes
* Maintain Plan International’s Climate Change knowledge management platforms and create new spaces as needed
* Coordinate and/or design, implement and evaluate learning and development activities for climate change professional staff that are members of Plan’s Climate Change and Resilience Network
* Contribute to the technical work conducted at the global level by the climate change programming and the policy and advocacy leads across development and humanitarian, including the development of guidance and training resources; facilitating the engagement of network members in these processes and supporting the roll-out, testing and use
* Support in implementing a nexus approach on climate change across development and humanitarian contexts, agendas and ways of working

This role, sitting in the newly created Global Climate Hub in Plan International’s Global Hub and in partnership with Plan Bangladesh and other offices, will support the organization in collaborating and learning from each other on climate change. It will nurture a growing community of practice, helping the organization to advance our work on climate change programming and influencing. The role will enhance knowledge management, network governance and expansion, work with other thematic areas, and improve learning across Plan International. It will also oversee network action/workplans through implementation by network members.

Dimensions of the Role

**Network coordination and administration (30%)**

* Build and grow the Climate and Resilience Network membership and portfolio, mobilizing technical specialists in practice, policy and advocacy, and business development across all Plan International offices in development and humanitarian, and ensuring effective on- and off-boarding processes for network members.
* Maintain a strong network, using online and offline tools, ensuring regular updates, and promoting learning and fostering sharing between network members. Maintain tools and processes required to ensure smooth running of network.
* Periodically identify the priority needs of network members, and work with other members of the Global Hub to identify how these can be served. This includes working with network members to implement actions/workplans, including through establishing ad hoc working groups to implement specific tasks/actions
* Set up and maintain processes and tools to respond to ad hoc requests and feedback from network members, and ensure timely support and response. Periodically elicit membership feedback on the degree to which the network meets their expectations
* Provide administrative/coordination support for regular joint meetings of the Global Climate Hub, the Climate and Resilience Network and the Climate Influencing Working group
* Identify the best ways of managing the global network and working groups including if additional networks are needed in regions, how best to include other thematic specialists, how best to facilitate the nexus approach across development and humanitarian work and priorities
* Maintain the Climate and Resilience Network/Hub calendar and support the Practice and Influence Leads to facilitate Plan’s coordinated representation/participation in external networks, coalitions/ initiatives through different network members.
* Coordinate with other network administrators/coordinators to support a coherent approach across the networks
* Track and manage service requests from across the organisation on climate change
* Support the Hub with key administrative responsibilities including reporting, data storage/ management and workplan and budget coordination
* Support with organising the Global Climate Hub Steering Group meetings and minute taking

**Knowledge management (KM) processes and platforms (40%)**

* Maintain and regularly review and update knowledge assets in the thematic area of climate change and ensure they are easily accessible and usable across all knowledge and learning platforms within Plan International. As part of this, manage Plan’s climate change Intranet site, library and Workplace platforms.
* Ensure oversight of the use and usability of knowledge offers for the climate change area; and suggest and implement changes to knowledge management tools, based on the needs of climate change staff working in organisation.
* Lead the communication and engagement processes for the socialization and adoption of “global goods” (guidance, M&E frameworks, advocacy strategies etc.) developed to support Plan’s climate change work.
* Support in translating key resources and materials

**Learning (20%)**

* Work with Hub staff to develop a network strategy and/or learning plan and lead the logistics required for the roll-out of the plan, maintaining a regular schedule of learning offers and formats (including, for example courses, webinars, newsletters etc.) for technical practice, policy and advocacy staff. Ensure regular monitoring and evaluation of the effectiveness of the different learning resources
* Oversee and develop multimedia tools (videos, podcasts, graphic visuals) for socialisation of and learning about the resources developed to advance quality, gender-transformative climate change work.
* Support the Hub programming, policy and advocacy staff in analysing, assessing and collating insights and learning on climate change from internal and external sources, and help determine appropriate approaches and formats for sharing with technical audiences within Plan International, as well as with external partners.
* Document best practices across the organisation

**Other (10%)**

* Support climate programming and influencing work, where necessary
* Opportunity to learn more and work in areas of particular interest

Accountabilities

* Nurture and maintain a vibrant community of practice on Climate Change in the Federation
* Develop and execute a knowledge management approach for the Climate Hub
* Support the Head of Climate in maintaining key relationships including with the Climate Steering Committee
* Highlight and share good programming and influencing practices with regard to climate adaptation
* Support in the development, promotion, and fundraising as needed for the Climate Model being developed in Bangladesh
* Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded under the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

**Key Internal Contacts**

* Global Climate Hub staff
* Plan International Bangladesh
* Asia Pacific Regional Team
* Gender Transformative Policy and Practice Department
* GH Humanitarian team
* Climate and Resilience Network
* Global Knowledge Management Specialist and Network Coordinators of the other thematic areas
* Global Internal Communications team for support on use of different platforms
* Global Learning and Development team for the learning plan and strategies.
* Global Programme Operations Department
* Regional influencing and DRM leads
* Country Office programme, influencing and humanitarian / DRM staff and respective senior management
* National Organisations’ climate change staff
* Grants acquisition staff across Plan
* Liaison offices
* Global Climate Hub Steering Group

**Key External Contacts**

* Partner organizations globally and in Bangladesh
* Universities
* Think tanks
* Governments

Technical expertise, skills and knowledge

**Essential**

* At least five years of work experience in climate, environment or development focussed organisations or from the private sector with exposure to climate and ESG initiatives.
* Demonstrable interests/achievements in at least three of the following areas:
  + Facilitation/coordination of networks or communities of practice
  + Design and facilitation of knowledge management platforms and processes; and prior use of relevant platforms/software and tools (e.g. Sharepoint, other online libraries)
  + Design and facilitation of learning opportunities (face-to-face, virtual or hybrid) using a variety of software and tools
  + Communication – use of social media and platforms for internal development/outreach and/or graphic design (e.g. Teams, Workplace, InDesign or equivalent)
  + Data – data collection/management and/or analysis (for instance using Excel, Epi-info, SPSS or other)
* Proficiency in different platforms including share-point (including page design, document/library management etc.), google analytics, Microsoft 365 suite (including Teams), Workplace etc.
* Ability to take initiative and work independently
* Excellent attention to detail
* Ability to analyse, collate, structure and condense complex technical content into accessible, practical messages and tools.
* Excellent organizational & time management skills
* High proficiency in English (spoken and written) as well as in Bengali (spoken and written)
* Experience working with international teams and work in cross-cultural contexts

**Desirable**

* Education at degree level or vocational study in fields related to climate change and resilience or international development, gender studies or similar
* Experience working in or with those countries most affected by climate change and in which Plan International currently operates
* Knowledge of rights-based and gender-transformative programming and influencing approaches
* Proficiency in French or Spanish or Arabic desirable
* Understanding of project management principles and processes

Plan International’s Values in Practice

***(HROD to take care of this section)***

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

* Mainly office based, but potential for extensive travel, sometimes to hazardous environments and at short notice.
* Working in multiple locations and on the move

Level of contact with children

Mid contact: Occasional interaction with children