



## Job Description

**Job Title:** Strategic Review Co-ordinator (until end of March 2020)  
**Job Location:** Haywards Heath, UK  
**Reports to:** Chief Executive Officer  
**Responsible for:** N/A

## Job Purpose

The overall job purpose of the Strategy Review Co-ordinator is to work with the Chief Executive and senior management to support co-ordination of a strategy review process scheduled to run from Jan 2019 to Q1 2020. The role will support detailed planning activities, co-ordination of working group activity, collation of working group outputs, project co-ordination, document management, logistics and assistance with preparation of project documentation and presentation materials.

## Principal Accountabilities:

1. Work with the CEO and other senior managers to develop and manage a detailed plan for the strategic review process
2. Assist work group leads with working group co-ordination and logistics activities
3. Overall document management and co-ordination including collation of working outputs
4. Preparation of regular status reports
5. Working with CEO, senior managers and work group leads to prepare project materials
6. Assistance with preparation of workshop materials inclusive of Board workshop activities
7. Co-ordinate budgetary aspects and financial monitoring of costs of the project as required

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

## Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

### Knowledge (Education & Related Experience):

- Educated to degree level, preferably Masters (or equivalent qualification/experience)
- Experience and understanding of Project Management

- Experience of communicating with and influencing senior managers across different functions
- Willingness and desire to acquire knowledge and understanding of the practices across countries we operate in
- Ability to plan and work effectively independently
- Awareness of overseas development context, gained through working in the sector or overseas in a developing country is an asset *but not essential*

**Skills (Special Training or Competence):**

- Strong attention to detail with a willingness to follow issues through to resolution
- Ability to multi-task effectively
- Ability to work collaboratively with a wide range of senior stakeholders
- Ability to remain calm under pressure
- Ability to handle sensitive and confidential data, whilst remaining discreet
- Excellent organisational skills
- Strong Microsoft skills, particularly Excel
- Logical and analytical approach to problem solving
- An understanding of and commitment to equality of opportunity

**Core Behaviours:**

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

**Key Relationships****Internal**

- CEO
- Senior Managers
- Country Directors and Cost Centre Managers

**External**

- Partners
- Other NGO's