



Project Officer – Hamrah Programme, Global Dialogue

Job description, March 2024

- **Location:** UK, Europe or International (remote working with some travel)
- **Terms:** Full time, Permanent (subject to funding)
- **Salary:** £36,000 pro rata if the successful candidate is UK-based. For overseas candidates an equivalent package will be negotiated.
- **Benefits:** For UK-based employees, we offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension, has a flexible working policy, and offers personal development leave.
- **Timeline:** Interviews are scheduled to take place virtually during the week of May 6th.
- **Start date:** ASAP.

Who We Are

Hamrah is a new initiative that responds to the enormous challenges facing Afghan civil society organisations (CSOs) forced into exile, particularly women-led organisations. It aims to facilitate collaboration, knowledge sharing, and advocacy to help protect the rights of vulnerable groups in Afghanistan, including women and girls. Through sustained support and resources, Hamrah envisions a strengthened Afghan civil society equipped with the necessary organisational infrastructure, leadership skills, and collaborative networks to protect hard-won gains and continue strengthening rights and protections for vulnerable groups.

Hamrah is hosted by Global Dialogue, registered as a charity (1122052) and a limited company (05775827) in England and Wales. Global Dialogue is an independent, international philanthropy support organisation offering flexible hosting, incubation, regranting and special initiatives expertise. We partner with philanthropy to advance rights, equity and diversity. Global Dialogue offers an inclusive workplace as well as flexible working and other benefits dependent on the country of employment.

We are committed to being a diverse team and are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

About this role

The Project Officer will support Hamrah's mission by streamlining and strengthening communication, coordination, and outreach among stakeholders, including the partner cohort, mentors, the board of advisors, team members and wider Afghan civil society. The role demands a proactive approach to keeping lines of communication open, addressing queries and concerns promptly, and identifying opportunities for collaboration. The Project Officer will also play a key role in supporting the effective and smooth implementation of project activities, and in ensuring that stakeholders remain actively engaged. This role requires excellent interpersonal, cultural competency and communication and

outreach skills and thrives on teamwork, adaptability, and a keen ability to connect with external partners.

Job Description

Communication, Outreach, and Advocacy

- Streamline internal project communications with the partner cohort and other key stakeholders to enhance efficiency and clarity of messaging.
- Support the design and implementation of communication strategies and advocacy tools, including developing advocacy campaigns and communication materials.
- Work with the partner cohort to identify key advocacy opportunities and relevant forums through which to promote the rights and needs of marginalised communities in Afghanistan.
- Work with partners to engage with policymakers, influencers, and advocacy networks to raise awareness of the project's advocacy agenda and influence policy direction.
- Create engaging and informative content for various communication channels, such as newsletters and blogs, highlighting the project's impact and success stories. If needed, manage the project's social media accounts, including maintaining an up-to-date project website, regularly posting updates, and engaging with the online community.

Information Exchange and Knowledge Sharing

- Take an active part in coordination meetings to foster internal cohesion and build strong relationships with the partner cohort and other external stakeholders.
- Help to facilitate discussions, meetings, and conferences to support knowledge exchange and strategic planning with the partner cohort and other stakeholders.
- Support the smooth running of project events by providing logistical and administrative support, inviting participation, and overseeing the effective dissemination of learning and outcomes.

Capacity Building and Training

- Help to plan and organise capacity-building sessions, specialised workshops, and meetings, to facilitate knowledge exchange and skill development.
- Support the development of training materials that meet the specific needs of our partner cohort and their communities.
- Design and deliver targeted training sessions on communication, outreach, and policy advocacy, enriching the skill sets of our partners.
- Offer expert advice to our partners, sharing best practices and insights on communication strategies, advocacy efforts, and effective reporting.

Person specification

Hamrah comprises a small and dedicated remote team. The person who fills this post should feel comfortable working independently in a remote setting and accepting a high level of responsibility for

the project's success. Candidates with lived experience of any of the issues related to the role are strongly encouraged to apply.

We are looking for someone with the following skills and experience:

Required

- A passion for social impact, with a particular focus on supporting marginalised communities.
- Demonstrated relevant work experience and proven track record of achievement in the field of organisational development and capacity building, preferably in the Global South.
- Proven experience in communication, project coordination and external outreach, ideally within a diverse and dynamic environment.
- Strong cultural competency, interpersonal and organisational skills and the ability to work collaboratively within a diverse team and with a range of external partners
- Excellent written and verbal communication skills, both in English and in Afghanistan's local languages.
- A "self-starter" able to work independently as well as collaboratively in carrying out responsibilities, with the ability and energy to multi-task and manage a dynamic work environment.

Desirable

- Experience working with Afghan CSOs and a good understanding of their dynamics is highly desirable.
- Proficiencies in Afghanistan's local languages is highly desirable

Application Instructions

The closing date for applications is **3rd May**.

To apply, please submit a maximum **two-page CV** and a **one-page cover letter** to info@global-dialogue.org. Please use the following subject line: "Hamrah Project Officer: Last name, first name". The filename of your CV should be "LastnameFirstname_CV" and that of your cover letter should be "LastnameFirstname_Cover".

Need assistance?

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require anything if you are invited to interview.

We also offer reasonable adjustments on the job; you can ask us about this at any time during recruitment or employment.