

## **TERMS OF REFERENCE**

**Position Title:** Project Manager & Membership Coordinator

**Name of Project:** Adaptation Research Alliance (ARA)

**Salary:** R42 000 – R53 000 per month (depending on experience)

**Duration:** As soon as possible until 1 June 2024 (possibility for extension)

**Location:** Cape Town, South Africa

Role summary: This Terms of Reference outlines the role identified for a Project Manager & Membership Coordinator to support the overall ARA programme delivery with a focus on project management across ARA Secretariat activities and membership coordination. The role will also require the Project Manager & Membership Coordinator to plan, implement and track ARA activities against the approved ARA budget and log frame. In addition, the role will lead on ARA membership engagement and management according to the ARA's Governance Structure.

### **About SouthSouthNorth**

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at [www.southsouthnorth.org](http://www.southsouthnorth.org).

### **About ARA**

The Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-orientated research that supports effective adaptation to

climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus: action funders, research funders, policy-makers, beneficiaries on the frontlines of climate change, researchers and intermediaries.

Through targeted advocacy, creative cooperation and scaled resource delivery, the Alliance will ensure that the most pressing knowledge needs for adaptation and resilience actions are effectively addressed, and that measurable progress and evidence of the effectiveness of past and ongoing adaptation interventions are at hand. This includes accelerated and scaled investment in developing countries for action-oriented and user-centred research, in ways that build long-term institutional and human capacity, and help transform the research process, ensuring high quality research that has wider ownership and greater practical impact.

More details of the ARA are available at: [www.adaptationresearchalliance.org](http://www.adaptationresearchalliance.org)

### **Roles and Responsibilities**

The Project Manager & Membership Coordinator will support the overall ARA programme delivery with a focus on project management across ARA Secretariat activities and membership coordination. Project management will include leading on budget tracking, financial forecasting and donor reporting across all ARA activities. They will also be the primary point of contact for contracting and procurement processes with the ARA Secretariat. As the ARA includes a wide range of emergent activities, the Project Manager & Membership Coordinator will lead the development and management of budgets for new grants/programmes that arise from the ARA activities (for example, micro-grants, new projects/programmes that are developed through the Co-creation Spaces).

The Project Manager & Membership Coordinator will provide leadership on ARA membership engagement and management according to the ARA's Governance Structure. Activities will include supporting the strategic development of new membership based on underrepresented constituencies and identifying appropriate members for key ARA activities. Management of the ARA member database and CRM system will be a fundamental aspect of the role.

The post holder will be required to work closely with the existing Programme Coordinator and ARA team. They will report to the Programme Lead for SSN. Specific responsibilities are detailed below:

**Project Management (60%)**

- Manage the delivery of the programme activities in close coordination with the ARA Secretariat, ARA members and external suppliers.
- Lead on the development and maintenance of the programme workplan on Wrike (Project Management Software system).
- Documenting and identifying project risks & updating project risk register.
- Ensuring the adoption of appropriate quality assurance strategies for deliverables.
- Coordinating procurement procedures for the delivery of ARA Secretariat activities.
- Submission of expense claims via SSN's online expense logging forms.
- Tracking finances and quarterly spend using the ARA Tracker and assisting with forecasting.
- Leading on the preparation of quarterly narrative and financial reports; and
- Lead the organising and planning of logistics for member events, workshops, team travel and meetings, supported by the project administrator
- Provide general support to workshops / meetings, such as sending out documentation, workshop note-taking and collation of input/feedback.

**ARA Membership Coordination (30%)**

- Coordinate across the ARA Secretariat leads to ensure ARA members are connected with relevant ARA activities and opportunities.
- Lead on the strategic decisions around membership diversity and develop processes to attract new members. This may include qualitative and quantitative analyses of members.
- Directly engage with new and potential members to screen for eligibility and appropriateness for the ARA and lead the management and maintenance of the ARA CRM system.
- Documenting and collating monitoring, reporting and evaluation Membership data for monitoring, evaluation and learning.

### **Governance (10%)**

- Coordinate the implementation of the ARA Governance Structure including but not limited to:
  - Support the development and finalisation of Plenary and Steering Board agendas
  - Support the ARA membership and Steering Board to implement governance decisions (for example selecting new ARA Steering Board members and co-chairs)
  - Develop and disseminate mechanisms to engage the ARA membership on key decisions to be voted on, as decided by the Steering Board (e.g. activity specific surveys, engagement events, etc).
  - Engage and facilitate the Governance Working group to iterate the Governance Framework.

### **Competence and personal qualities**

#### Essential

- Minimum of 7 years' experience of strong project management skills, ensuring programme delivery and overseeing programme/contract finances.
- Experience managing multi-million GBP (or EUR, USD) budgets for large international donors and funders.
- Team player, self-motivated, ability to work with little supervision.
- Excellent verbal and written skills in English.
- MS Office proficiency, particularly Excel.
- Excellent attention to detail, and planning, administration and organisational skills.

#### Desirable

- An understanding of the global and regional climate and development landscape and the key actors involved.
- Experience of managing a network of relationships and coordination of stakeholders, ideally within in the climate adaptation space.
- Experience with Wrike project management software.
- Available to travel internationally if required.
- Ability to speak additional languages, in particular French, Spanish and Arabic.

#### Qualifications

- Relevant tertiary qualification (preferably Masters) related to development, environmental policy, climate change.

Eligibility: Only individuals who have South African work permits and based in Cape Town will be considered for this role.

#### **Application process**

To apply complete this [application form](#).

**Applications will close midnight on 28 April 2023.**

No late applications will be permitted and we will contact shortlisted candidates within two week of the closing date. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right not to make an appointment.