ROLE PROFILE

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| Title | **Inclusive Quality Education (IQE) Network Coordinator** | | |
| Functional Area | Gender Transformative Policy and Practice | | |
| Reports to | Inclusive Quality Education Hub Lead | | |
| Location | Flexible | Travel required | Rarely |
| Effective Date | Immediately until June, 2023 with possibility of extension subject to funding | Grade | 3 |

role PURPOSE

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

Plan International’s global strategy: All Girls Standing Strong (2022-2027) prioritises Inclusive Quality Education (IQE)as one of its key thematic Areas of Global Distinctiveness (AoGDs). For Plan International IQE means that all children, regardless of physical, intellectual, social, emotional or linguistic abilities, learn and participate equally and effectively, in safety and free from gender bias. However, persistent social and economic inequalities are preventing millions of children from realising their right to inclusive quality education. Our goal is that all​​ vulnerable and excluded children – particularly girls – access and complete inclusive quality education from pre-primary to secondary level. This encompasses formal, informal and non-formal provision, in development and humanitarian settings, including displaced and conflict-affected communities.

At global level, the IQE Hub focuses on developing programme and influencing models and guidance for country level work, tools and guidance, capacity-strengthening initiatives as well as undertaking advocacy on inclusive quality education for children and youth in all their diversity and generating research and evidence which supports Plan’s gender-transformative approach. The IQE Hub also coordinates a global network of Education technical specialists which includes four active regional networks. The network aims to bring colleagues together to enhance cross-organisational learning, information sharing, highlight best practices, and strengthen capacity building.

The purpose of the IQE Network Coordinator position is to support the work of the IQE Hub to effectively coordinate and administer the global Education networks and activities, including supporting the Networks in organising their meeting and other activities as needed. The IQE Network Coordinator is responsible for knowledge management within the IQE Hub and wider network, which includes documenting best practice, tracking and managing service requests and supporting the Hub with key administrative responsibilities including reporting, data storage/ management and workplan and budget coordination. The IQE Network Coordinator will enable the effective use of online platforms and digital tools for the purpose of learning, sharing, information and membership management of the networks. The role will also provide project management support and leadership on special initiatives and bespoke pieces of work related to the learning and development priorities of the IQE Hub.

The position will be placed in the IQE Hub within the Gender Transformative Policy and Practice department at Plan’s Global Hub. It will be part of the IQE Hub, taking part in ongoing work, including meetings and work planning. It will report to the IQE Hub Lead and work in close collaboration with the IQE Practice Lead and the IQE regional networks.

Key Accountabilities or Main Responsibilities

**Network management and support**

* Provide effective coordination of the IQE Network, including four active regional networks of Education Specialists, to enhance cross-organisational learning, information sharing and capacity building. This involves:
* Organising monthly meetings for each of the four IQE regional networks, including developing an agenda in collaboration with the IQE Hub and Education in Emergencies team and engaging Regional Hub and Country Office colleagues
* Co-facilitating the regional network meetings and providing technical support through digital platforms
* Maintaining and updating an overview and contact details of Plan’s Education technical experts and others interested in engaging in the network
* Providing orientation to new technical staff to the network membership, ways of working, and global IQE priorities and agenda
* Provide support to the organisation of IQE Steering Committee, Core Group and Education Policy & Advocacy working group meetings and activities, and in maintaining the member lists up-to-date
* Set up and maintaining processes and tools to respond to ad hoc requests and feedback from network members to ensure timely support and response, including providing information and connecting colleagues with others that can support their specific needs.

**Internal communications and knowledge management**

* Manage internal communications on IQE priorities and agenda, including the development and dissemination of a bi-monthly newsletter, sharing relevant updates and opportunities with the network, and promoting the network’s initiatives and results
* Support the roll-out of an IQE learning plan, maintain regular schedule of learning offers and formats (incl. e.g. courses, webinars, newsletters etc.) for technical staff and ensure regular monitoring and evaluation of their effectiveness
* Promote best practices in IQE through development of case studies by working with colleagues at regional and country level and ensure dissemination across the organisation
* Enable the use of knowledge management platforms to maintain and continually update a database of IQE resources from across the organisation to ensure they are accessible and relevant for the network, and develop new methods and solutions for knowledge management
* Work with the KM Hub to maintain the IQE Planet pages and libraries and repositories, exploring sustainable and user-friendly solutions
* Support regular evaluation exercises of the network and its users and the production of quarterly and annual reports on the IQE Area of Global Distinctiveness
* Oversee and develop multimedia tools (videos, podcasts, graphic visuals) for socialisation of IQE products
* Support the IQE Hub in analysis, evaluation and collation of insights and learning and help determine appropriate approaches and formats for sharing with technical audiences and external partners

Lead on documents translation. This includes managing procurement and contractual processes, translation, proof-reading and design).

**Project support**

* Providing support and coordination to ongoing projects related to other IQE workplan priorities, such as the development of programming and influencing guidance and the design and rollout of Plan’s Global Gender Transformative Education (GTE) online training
* Support the monitoring of IQE Hub action plans and budgets and help with administration tasks as needed

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Key relationships

* The IQE Hub (the Hub Lead/Policy and Advocacy Lead, IQE Practice Lead, Education Policy & Advocacy Specialist and Program Lead for Education Innovation)
* The IQE Global Network, including the IQE Steering Committee, IQE Core Group and four regional networks
* Global Network Coordinators of other Areas of Global Distinctiveness and Gender and Inclusion, for sharing of good practices and the development of common tools useful for all networks
* Knowledge Management Hub
* Education in Emergency team
* Internal Communications, Procurement and Finance teams

Qualifications and competencies

**Knowledge and experience:**

* Qualified to at least degree level and / or equivalent work experience in human rights, child rights, education and/or gender studies (essential)
* Fluency in English, both written and oral (essential)
* Working knowledge in French and/or Spanish (highly desirable)
* Strong digital skills and proficiency in Microsoft Office package and knowledge of Sharepoint (essential)
* Experience in knowledge/information management processes and in coordinating remote (online) learning & development processes and networks (desirable)
* Experience in building relationships and operating in a complex international organization (desirable).
* Good understanding of major concepts and trends in human rights, education and/or gender equality. Experience working on development / knowledge management at the country or community level in the global south is preferred.

**Skills:**

* Excellent planning, coordination and administration skills (*essential*)
* Strong writing and editing skills (*essential*)
* Able to effectively use platforms for online collaboration (*essential*)
* Able to work in an international environment, managing different time zones and working with colleagues from different offices (*essential*)
* Able to network and build working relationships from afar (*essential*)
* Able to consult, gather and integrate information and feedback into concise products, such as reports and communications material (*essential*)
* High level of attention to detail and accuracy

**Behaviours**:

* Understands Plan International in context, including its purpose, values, and global strategy, and can communicate these to varied audiences
* Communicates clearly, both in speaking and writing, adjusting to the needs and interests of diverse colleagues, partners, and communities.
* Actively builds and maintains collaborative relationships with colleagues and partners, facilitating and negotiating to reach practical solutions without using positional power.
* Actively promotes diversity, gender equality and inclusion both internally and externally, challenging self, others and authority when behavior and decisions are not supporting gender equality, inclusion and diversity
* Critically self-reflective, both professionally and personally, of own values, biases, and norms in relation to gender and inclusion.
* Open, honest, transparent, and accountable
* Flexible, adaptable and able to take initiative, changing ways of working when needed, and reacting to changing circumstances and priorities positively and proactively
* Supportive of team objectives and willing to be a team player
* Understands and operates in line with Plan International’s core risk-related standards (Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security) and their implication for their work

Plan International’s Values in Practice

**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.

Level of contact with children

Mid contact: Occasional interaction with children (i.e. youth partners)