



## Knowledge Management officer (fixed-term)

<b>Location</b>	Flexible	<b>Department</b>	Policy, Public Affairs and Campaigns
<b>Reports to (<i>Job Title</i>)</b>	Research and learning lead	<b>Salary Band</b>	E mid
<b>Matrix manager (if applicable)</b>	N/A	<b>Competency level</b>	Choose an item.

### Role definition

#### Role purpose

As part of translating Christian Aid’s thematic priorities into practice, the Programme Policy, Research and Learning (PPRL) division are tasked with developing evidence and learning plans. The purpose of this role is to work across the organisation to organise and build a picture of existing evidence and gaps across Christian Aid’s five justice areas. The role will require reviewing the different thematic areas of work, evaluations, learning reviews, research initiatives etc. and building an accessible evidence repository on Christian Aid’s intranet that will be useful for reference and research synthesis, informing our policy and advocacy work, programme learning and fundraising. This will provide the basis on which to build our body of evidence and develop evidence-informed learning questions.

#### Key outcomes

1. Evidence maps related to CA’s thematic priorities and other key strategic planning documents
2. The development of an organised and accessible evidence repository on Christian Aid’s integrated programme information management system (IPIMS)
3. An initial analysis of the evidence gaps within each justice area
4. Support the appraisal of CA’s evidence quality

#### Role agility

**Expected national travel per annum** No travel      **On call/unsocial hours** No

**Expected international travel per annum** No travel

**Surge capacity for emergency responses** No

### Role context

The role sits in the Research, Evidence and Learning (REL) hub, in the Programme Policy, Research and Learning team (PPRL), one of three teams that make up Christian Aid’s Policy, Public Affairs and Campaigns Department. It will collaborate closely PPRI’s Programme

Policy Hub, the global Monitoring, Evaluation and Learning team, and the Global Advocacy and Policy Division. The post-holder will work closely with staff across Christian Aid who are generating evidence in relation to Christian Aid's thematic priorities.

PPRL exists to generate and provide thought leadership to the organisation; offer research and sector-based expertise to support practice across our global programmes; and to enhance the links between national programme delivery and learning, and global policy analysis and understanding. Although located in the Policy, Public Affairs and Campaigns Department (PPC), this team has a cross-organisational remit, with strong links to our country programmes and organisational learning and strategy teams, as well as PPC. It works to provide a bridge between our country-level programme delivery and our global and UK policy, advocacy and campaigning functions.

REL exists to enable and strengthen the generation and use of research, evidence and learning from programming in Christian Aid that is informed and led by those living in poverty. It also works to centralise their voice in our programmes, policies and practices, and in the development sector to bring about social, systemic and individual transformation for people living in poverty.

It seeks to achieve this by:

1. Opening up spaces for research, evidencing and learning collaborations in the global South
2. Producing, promoting and supporting high-quality ethical research and evidencing gathering on poverty that is aligned with Christian Aid's strategy 'Standing Together')
3. Guiding processes of evidence use and learning in Christian Aid
4. Strengthening technical knowledge of research, evidence, impact and engagement
5. Evidence-based influencing and learning from wider debates in the northern and southern academic and development sector around how we understand and conceptualise poverty and development

The team emphasises external collaboration with academics/researchers, sector experts, donors, policy makers and peers to encourage innovative programming, bring learning and insight from our practice to influence the wider sector and build the case for practitioner research and learning, it has a particular interest in strengthening links with critical thinkers from the global south who may offer challenge to dominant paradigms, and collaborate with Christian Aid to shift power in whose knowledge counts and how development is understood.

## **Role requirements**

### **Relationships**

**External:** None

**Internal:** The post-holder will work closely with the Evidence and Impact Advisor in the REL team. Liaison with thematic advisors across Christian Aid, the Monitoring and Evaluation team, Christian Aid

Ireland, policy and advocacy teams, the humanitarian team, and country teams in the International Department.

**Decision making**

Responsible for ensuring that evidence repositories are developed in an organised, accessible and useful way and for making decisions on which pieces of evidence to include in the mapping process. The post-holder will also be responsible for reporting back on any issues using their own initiative and experience. They are responsible for managing their own workload on a day-to-day basis in consultation with the Research and Learning Lead.

**Budgetary/savings responsibility** None

**Analytical skills**

The role requires good judgment, strong organisational skills, and creativity for developing evidence repositories.

**Developing self and others**

**Number of Direct reports** 0

**Overall people management responsibility** 0

The post-holder is expected to be responsible for their own workload and to escalate any issues to the Research and Learning lead and/or take corrective actions where applicable.

**Role related checks**

**DBS Clearance** Choose an item.      **Counter terrorism screening** Required

**Person specification**

**Applied skills/knowledge and expertise**

**Essential**

1. Degree (or in the final year of completing a degree) in social science, social research and/or evaluation methods (including quantitative and qualitative methods) or equivalent
2. Knowledge of data and information management
3. Experience of working with online file sharing systems
4. Knowledge and understanding of the international development and humanitarian sector
5. Strong organisational skills
6. Ability to take initiative, structure, prioritise and coordinate their work as well as take ownership of related outputs
7. Excellent verbal and written communication skills
8. Strong interpersonal skills and an ability to build effective working relationships across organisations and at a distance.
9. Ability to communicate in French and/or Spanish

**Desirable**

1. Experience in building online repositories
2. Interest in working for an international development organisation



**Digital/IT competencies required**

<b>Word, Excel, PowerPoint</b>	<b>Intermediate</b>	<b>Web content design &amp; development</b>	<b>N/A</b>
<b>Internet based collaboration tools and video calling</b>	<b>Intermediate</b>	<b>Social Media</b>	<b>N/A</b>
<b>Data Visualisation</b>	<b>N/A</b>		

**DATE CREATED**

27/04/2022

**DATE REVIEWED**