

OI Senior Advisor, Confederation Development

JOB DETAILS	
LOCATION: Global South preferred (any location where Oxfam has an office and is able to establish a contract of employment)	CONTRACT TYPE: 4-year (with the possibility of extension)
JOB GRADE: C1	DEPARTMENT and TEAM Strategy and Feminist Futures Confederation Development Team
SALARY: in line with Oxfam values & according to the location	HOURS (FTE): full-time (hours subject to location)
<p>FLEXIBLE WORKING</p> <p>We believe flexible working is key to building the Secretariat of the future, so we are open to talking through the type of flexible arrangements which might work for you. This would also be dependent on the country in which you would be based.</p>	
<p>COMMITMENT TO DIVERSITY AND INCLUSION</p> <p>We are committed to ensuring diversity, equity, inclusion, and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, pregnancy, maternity, and paternity.</p>	
<p>DEPARTMENT PURPOSE: The Strategy and Feminist Futures (SFF) department is responsible for the integrity and coherence of Oxfam’s global strategic objectives, approaches and transformative choices into the future. It works to ensure that gender justice and a feminist lens are central to driving Oxfam’s vision, values and identity, both internally and externally. The Department positions the confederation as an inter-dependent and locally rooted network that is grounded in a feminist approach; and contributes thematic expertise, global outlook and feminist thought leadership with a focus on creating synergies between global and organizational strategy, feminist futures, governance, and confederation development.</p> <p>TEAM PURPOSE: The SFF Confederation Development Team is leading on the development of Oxfam as a diverse network of peers that is deeply rooted in local contexts. It is focused on strengthening all members of the Oxfam confederation to individually and collectively have impact in the implementation of Oxfam’s vision, mission and strategic objectives, and to be relevant and resilient into the future. As part of this effort and driving Oxfam’s commitment to global balance, the Team facilitates confederation-wide support and commitment to new Oxfam Affiliates in the global south.</p> <p>JOB PURPOSE: The OI Senior Advisor, Confederation Development will lead on organisational development, institutional support and other work aimed at strengthening and growing the Oxfam Confederation across regions. The Senior Advisor will help Oxfam balance its commitments to developing as a diversified network while ensuring adherence to organisational fundamentals and mutual accountability. As such, the role will contribute to broader discussions on ‘the future of Oxfam’; co-lead related confederation fora and working groups, and facilitate exchange and learning across Affiliates and with other confederation stakeholders.</p>	

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ROLE REPORTS TO	Confederation Development Manager
ROLES REPORTING TO THIS POST	n/a
BUDGET RESPONSIBILITY	as assigned by the OI Confederation Development Manager

KEY RESPONSIBILITIES

Organisational and Network Development

- **Provide expertise and thought leadership** on new and alternative forms of de-colonial organisational and network development.
- **Work collaboratively with key internal and external stakeholders** to develop and continuously iterate an intersectional feminist approach to transforming and growing Oxfam as a diversified network and confederation of equals.
- **Co-lead in the exploration and design of future affiliation and membership models** as part of developing Oxfam as a network of interdependent, autonomous and locally rooted organisations.
- **Support the Confederation Development Manager and the Director of Strategy and Feminist Futures** in convening strategic network development fora and communities, including the Confederation Development Forum of Executive Directors.
- **Facilitate mutual Affiliate accountability** based on collective commitments to agreed organisational principles, standards and policies, to enable impact as One Oxfam and to protect the global organisation against risk.

Affiliate Strengthening

- **Accompany and support new affiliates in understanding and integrating** Oxfam's vision, mission and strategic objectives; confederation-wide change processes; and global commitments to contribute to its impact as a confederation of equals.
- **Coordinate individual southern affiliation processes** in line with agreed confederation decisions, co-developing and monitoring the implementation of country-specific roadmaps to ensure timely and high-quality delivery of affiliation projects.
- **Continuously assess the institutional capabilities of new and existing Oxfam Affiliates (especially in the Global South)**, facilitating capacity strengthening needs assessments and helping to mobilise the resources and expertise required to support the implementation of related action plans.
- **Provide support to new and existing members (especially in the Global South)** in building sustainable institutional strengthening business and operational systems aimed at enabling self-reliance, self-determination and organisational effectiveness/ efficiency.

Confederation Engagement

- **Ensure the evolution and development of Affiliates is supported by the Oxfam confederation** in a way that helps them realise their full potential as locally rooted organisations.
- **Co-lead confederation-wide exchanges on organisational and network development**, building and nurturing relationships with Affiliates and Senior Leadership Teams across countries and regions, within OIS and identifying opportunities for collaboration and learning.

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Contribution to the Strategy & Feminist Futures Department (SFF)/ OI Secretariat

- **Contribute to work across the 4 SFF areas of focus** (strategy, governance, gender justice/ feminist futures and confederation development) by providing input to the Department's planning, reporting and ongoing collaboration.
- **Contribute to the OI Secretariat** by actively engaging with different OI communities and groups, also to help create an organisational culture that is anchored in Oxfam's values and feminist principles and that ensures that all OI staff and those they encounter feel respected and valued.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct)

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity.

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Strong commitment to the fight for social justice, and Oxfam's vision, mission and values.
- Minimum of 10 years experience (ideally including within complex INGO/ global network environments) in organisational, network and/or business development.
- Demonstrated experience with complex change/ transformation processes, with the ability to navigate fluid contexts and frequently changing situations while maintaining focus on delivery and follow-through.
- Understanding of/ commitment to feminist principles and ways of working.
- Experience in convening and facilitating virtual and 'in person' multi-stakeholder spaces, with demonstrated ability to engage others on complex issues and to help them navigate moments of uncertainty and/ or disagreement.
- Ability to effectively work in a team and liaise with people from a wide range of personal, cultural, and professional backgrounds including a high degree of self-awareness, sound judgment and commitment to mutual accountability.
- Strong communication skills, including fluency in written and spoken English (with knowledge of French or Spanish a distinct advantage).

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Desirable

- Highly developed analytical and systems thinking skills
- Innovative, creative and solutions focused.

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

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