



**PUBLISH WHAT  
YOU PAY**

## Senior Regional Coordinator, Latin America & Caribbean (LAC)

**JOB PURPOSE:** The Member Engagement Department is responsible for leading and/or coordinating regional advocacy initiatives and movement building, and enabling a learning culture in line with PWYP’s Vision 2025 strategy and operational plans. The department is responsible for developing regional work plans and budgets in line with the strategy, and for monitoring, evaluating and learning from the implementation of those work plans as well as the organisation-wide (annual and multiyear) work plans, in order to adapt approaches for greater impact. The ME department works closely with all other PWYP departments to amplify stories of change from the movement; to design and implement impactful global advocacy campaigns; and to secure, and oversee the management of, human and financial resources to support PWYP members.

The Senior Regional Coordinator, Latin America keeps abreast of relevant research and analysis in relation to the region and those most impacted by developments in the extractive sector. S/he builds relationship with a range of stakeholders in order to coordinate regional advocacy initiatives and to foster movement building, including supporting membership growth and diversity. S/he leads consultation with members in the region to identify strategic priorities and opportunities and to develop and implement the regional work plan. The Senior Regional Coordinator leads regional level fund-raising and effectively manages all aspects of donor-funded project management, including project design, implementation, resource management and reporting.

**REPORTS TO:** Director of Member Engagement

**SUPERVISES:** Consultants

### SCOPE OF RESPONSIBILITIES:

Key Result Area	Example Responsibilities
<p><b>Advocacy &amp; Campaigning</b> Ensure the effective design and implementation of regional advocacy campaigns and strategies</p>	<ul style="list-style-type: none"> <li>• Lead consultations (both ‘top down’ and ‘bottom up’) to develop and implement regional advocacy strategies</li> <li>• Secure and/or manage available resources to drive the implementation of regional advocacy strategies in order to achieve project milestones on time and to standard Build strong, collaborative relationships with key donors and technical partner organisations that will facilitate advocacy impact</li> <li>• Manage implementation at regional level of global advocacy strategies/campaigns for maximum impact in the region</li> <li>• Leverage PWYP’s role in global initiatives (e.g. EITI and OGP) to achieve advocacy impact at the regional level, including supporting members to engage strategically in regional/global fora (e.g.</li> </ul>



**PUBLISH WHAT YOU PAY**

	OGP/EITI summits, IACC, other external events/conferences)
<p><b>Movement Building:</b> Design, deliver and/or facilitate coalition building techniques and approaches to further the implementation of PWYP's Vision 2025 strategy</p>	<ul style="list-style-type: none"><li>• Carry out stakeholder mapping and develop and implement plans to improve the diversity and inclusiveness of PWYP's member network</li><li>• Assess capacity building needs of member coalitions to successfully implement strategies/work plans and identify strategic partners to provide training and resources for development</li><li>• Develop and preserve good relationships with relevant governance body representatives and support them to engage strategically on substantive issues in between and during meetings</li><li>• Actively foster leadership capacity among the membership; support qualified and committed candidates to stand for leadership roles in the movement</li><li>• Build strong collaborative relationships with donors and technical partner organisations to facilitate movement and capacity building</li></ul>
<p><b>Institutional &amp; Strategic Development</b> Lead regional-level fundraising and project management for the implementation of key strategic priorities of Vision 2025</p>	<ul style="list-style-type: none"><li>• Proactively identify regional joint-fundraising opportunities with new and existing donors and lead on project proposal development; manage re-granting to the network and donor reporting in coordination with Finance and Operations team</li><li>• Consult members and use their inputs to inform the Secretariat's annual programme of work and as well as regional budgets and work plans to deliver Vision 2025</li><li>• Plan and implement annual Regional meetings and other capacity/advocacy meetings; regularly share relevant internal and external resources</li><li>• Effectively manage all elements of donor-funded projects (design, implementation, MEL, budget management, recruitment, donor reporting etc.)</li></ul>
<p><b>MEL</b> Implement monitoring, evaluation and learning practices to inform strategic planning and reflection</p>	<ul style="list-style-type: none"><li>• Source and input data required for the development of results measurement frameworks for PWYP activities in the region</li><li>• Regularly share updates of national and regional advocacy stories with Communications &amp; Campaign team</li><li>• Actively participate in organisational learning reviews; incorporate lessons learned into the design of future strategies</li><li>• Support PWYP coalitions in the region to monitor and learn from project implementation and adapt strategies accordingly</li></ul>



**PUBLISH WHAT YOU PAY**

<p><b>Team Leadership</b> Manage and/or mentor others towards high standards of performance by defining clear roles &amp; responsibilities, providing appropriate support, and using of a leadership style that will drive high levels of engagement and motivation</p>	<ul style="list-style-type: none"> <li>• Identify, mentor and coordinate members who have the capacity to provide leadership in their Coalitions</li> <li>• Manage, motivate and support any consultants deployed to the region</li> <li>• Provide constructive advice and mentoring to other Regional Coordinators</li> <li>• Manage and motivate Project Officers (if relevant) to ensure good performance</li> </ul>
---	---

**FINANCIAL SCOPE:**

<p>Small (under £15000); Medium (£15000-£199,000); Large (£200,000-£1,000,000); Very large (over £1,000,000) Medium</p>	<p>Stewardship; Shared Responsibility; Direct Responsibility; Accountable Shared Responsibility</p>
<p><b>Narrative:</b> The job holder has responsibility for managing programme costs in their region and for recruiting and managing consultants; necessitating a medium to large sized budget. In addition, the role has responsibility for fundraising in coordination with the wider PWYP staff team and has an impact on PWYP’s ability to source funding by building relationships with donors and effectively implementing donor funded projects in line with donor requirements. Responsibility is shared with SMT through the authorization policy.</p>	

**REQUIREMENTS OF THE ROLE**

**Qualifications**

- Advanced Degree in a relevant field (e.g. political sciences, international development, etc.)

**Technical Experience & Knowledge**

- At least 5 years of relevant professional experience working on civil society, capacity building and/or natural resource governance
- Knowledge of regional political context and stakeholder landscape

- Experience working with networks or coalitions
- Familiarity with the global extractive industry transparency movement and with the basic structure / operations of the extractive industries in the region
- Strong track record of systematic project management e.g. via application in the workplace of certified project management process (e.g. PRINCE)
- Demonstrated track record of relationship building and influencing key stakeholders
- Successful track record of fundraising and maintaining good relationships with donors



## PUBLISH WHAT YOU PAY

- Fluency in English is required (written and spoken) as well as Spanish. Other languages (e.g. Portuguese, Russian, French, Arabic) are an advantage.
- Excellent written work, including producing reports and funding proposals
- Proven project management skills and ability to work under pressure

Competency	1	2	3
Commitment & Drive for Results			✓
Proactivity & Innovation			✓
Effective Resource Management		✓	
Relationship Building		✓	
Communication & Influencing			✓
Thinking & Problem Analysis		✓	
Learning & Resourcefulness		✓	

### Other Experience & Knowledge

- Experience using social media
- Willingness to travel up to 25% to 35%
- Proficiency in Google Suite