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Latin America & Caribbean (LAC) Regional Coordinator

JOB PURPOSE:

The Member Engagement Department is responsible for leading and/or coordinating regional advocacy initiatives, supporting 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 multi-year) 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 management of, human and financial resources to support PWYP members.

The Latin America & Caribbean (LAC) Regional Coordinator keeps abreast of relevant research and analysis in relation to the sub-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 strategic communications and to foster movement building, including supporting membership growth and diversity. The Latin America & Caribbean (LAC) Regional Coordinator leads consultation with members in the region to identify strategic priorities and opportunities and to develop and implement the regional work plan.

REPORTS TO:

Senior Regional Coordinator, Latin America & Caribbean (LAC)

SUPERVISES:

Consultants

SCOPE OF RESPONSIBILITIES:

Key Result Area	Example Responsibilities
Advocacy, Campaigning & Communications Ensure the effective design and implementation of regional advocacy campaigns and communication strategies	<ul style="list-style-type: none">• Lead consultations (both 'top down' and 'bottom up') to develop regional advocacy strategies• 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• Manage implementation at the regional level of global advocacy strategies/campaigns and communication strategies for maximum impact in the region• Build strong, collaborative relationships with key organizations and networks to develop and implement regional campaigns and communication strategies• Build strong, collaborative relationships with key donors, technical partner

	organisations, decision makers and media actors that will facilitate advocacy impact
Key Result Area	Example Responsibilities
<p>Movement Building: Design, deliver and/or facilitate coalition building techniques and approaches to further the implementation of PWYP's Vision</p>	<ul style="list-style-type: none"> ● Carry out stakeholder mapping; develop and implement plans to improve the diversity and inclusiveness of PWYP's member network ● Assess the capacity of member coalitions to successfully implement strategies/work plans and identify strategic partners to provide training and resources for development ● Develop and preserve good relationships with relevant governance body representatives ● Build strong, collaborative relationships with key donors and technical partner organisations to facilitate movement and capacity building ● Actively foster leadership capacity among the membership; support qualified and committed candidates to stand for leadership roles in the movement
<p>Institutional & Strategic Development Contribute to strategic planning, information exchange and fundraising for the implementation of PWYP's Vision</p>	<ul style="list-style-type: none"> ● Support joint-fundraising efforts and manage re-granting to the network and donor reporting in coordination with Finance and Operations team ● 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 PWYP's Vision ● Plan and implement annual Regional meetings and other capacity/advocacy meetings; regularly share relevant internal and external resources
<p>MEL Implement monitoring, evaluation and learning practices to inform strategic planning and reflection</p>	<ul style="list-style-type: none"> ● Source and input data required for the development of results measurement frameworks for PWYP activities in the region ● Regularly share updates on national and regional advocacy stories with Communications & Campaign team and MEL Coordinator ● Actively participate in organisational learning reviews; incorporate lessons learned into the design of future strategies
<p>Team Leadership Manage and/or mentor others towards high standards of performance by defining clear roles and responsibilities, providing appropriate support, and using a leadership style that will drive high levels of engagement and motivation</p>	<ul style="list-style-type: none"> ● Identify, mentor and coordinate members who have the capacity to provide leadership in their coalitions ● Manage, motivate and support any consultants deployed to the region

FINANCIAL SCOPE:

Financial Impact of Role	Nature of Responsibility
Small (under £15000); Medium (£15000-£199,000); Large (£200,000-£1,000,000); Very large (over £1,000,000) Medium	Stewardship; Shared Responsibility; Direct Responsibility; Accountable Shared Responsibility
<p>Narrative: The job holder has responsibility for managing programme costs in their region and for recruiting and managing consultants; necessitating a medium-sized budget. In addition, the role has an impact on PWYP's ability to source funding by establishing a track record of value for money (impact for money) and accountability against donor reporting requirements. Responsibility is shared with the Senior Regional Coordinator, Latin America & Caribbean (LAC) 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
- Relevant professional experience in designing and implementing advocacy campaigns and communications strategies, including experience using social media and working with media actors.
- Knowledge of regional political context and stakeholder landscape
- Experience working with networks or coalitions
- Familiarity with the global extractive industry movement and with the basic structure / operations of the extractive industries in the region
- Demonstrated track record of relationship building and influencing key stakeholders

Other Experience & Knowledge

- Willingness to travel up to 20%

- Proficiency in Google Suites
- Fluency in English is required (written and spoken) as well as Spanish
- 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		✓	