# JOB DESCRIPTION

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| **Job Title:** | **Division:** |
| **Head of Strategy and Planning** | **DG Office**  |
| **Location:** | **Responsible to:** | **Date:** | **Rank** |
| **London** | **Director General**  | **September 2020** | **2** |

**1. JOB PURPOSE**

To oversee and organise the development of IPPF’s strategic and long-term plans. Coordinates analysis of industry trends, expansion opportunities and strategic areas lagging behind and communicates results to top management. Communicates IPPF’s strategy internally and externally so that all employees, MAs and donors understand the federation-wide strategic framework acting as a resource to increase broad cohesion for strategies.

**2. KEY TASKS**

**IPPF’s NEW STRATEGIC FRAMEWORK**

1. Gather and evaluate relevant market and partner information to review market position and determine threats. Coordinates Landscape analysis.
2. Assist in preparing the strategic framework and related strategies by analysing trends, preparing forecasts, coordinating a participatory process and synthesizing the outcomes.
3. Understand business direction and needs and develop solutions, roadmaps and assessment of potential business impacts.
4. Coordinate a participatory strategic planning process that delivers a new IPPF Strategic Framework ready for the Board of Trustees and General Assembly approval in 2022.
5. Communicate IPPF’s strategy internally and externally so that all members, employees and partners own the federation-wide strategic plan and how it carries out the federation's overall goals.
6. Develop and update tools that help MAs in building alignment between the global IPPF strategy and national strategic plans.

**IPPF BUSINESS PLAN**

1. Maintain clear sight on operational gaps that risk the ability of the Federation to deliver the outcomes of the Strategic Framework and coordinate cross-sectoral strategic planning processes to address them
2. Provide oversight and overall co-ordination of the Business Plan, ensuring learnings about the model itself feed improvements and enable needed adaptations quickly
3. Drive of MA-centricity in IPPF, contributing to develop models and drive uptake/use
4. Support targeted communications strategy on the Centres, their role, their successes and their learnings, to MAs and Secretariat staff.

**PARTNERSHIPS AND RESOURCE MOBILISATION**

1. Identify / support the building of strategic coalitions and partnerships with other organisations, particularly to develop market intelligence and forecasts.
2. Optimise the opportunities to position IPPF for partnerships and funding, working closely with the Director of External Relations to position IPPF with core donors and find potential new donors and partners to support the strategy development process.

**ANALYSIS AND LEARNING**

1. Monitor results, ensuring they are analysed and lessons learned are applied to inform and adapt work across the Secretariat
2. Work closely with Knowledge Sharing & Innovation and the new Senior Technical Advisor, Research & Partnerships

**OTHER**

1. Represent IPPF at meetings, events and with media as appropriate, including speaking engagements at high level meetings
2. Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy
3. Become familiar with the Federation’s Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance
4. Take collective responsibility for safeguarding
5. To undertake any other reasonable duties as may be requested from time to time

**3. RESPONSIBILITIES**

Describe: a) staff responsibilities carried by the job holder.

Does not have line management responsibilities. Coordinate / lead task-oriented teams s/he does not line manage.

 b) financial responsibilities carried by the job holder.

Responsible for resources allocated to support strategic planning processes and/or related events.

Responsible for generating funding.

 c) advisory responsibilities carried by the job holder.

Advises the Director-General and DLT on trends, opportunities and strategies.

**PERSON SPECIFICATION**

**4. EDUCATION & QUALIFICATIONS**

* Degree or equivalent standard of education essential - ideally in human rights, gender, international development, public policy or other social sciences. Post-graduate desirable.
* Qualifications in SRHR related policy issues desirable
* Skills such as bid writing and management, partnership brokering, project management desirable

**5. PROVEN ABILITY**

* Significant senior management experience within the international sector, including the use of planning and accountability mechanisms to drive change.
* Experience of working in a Federation, particularly in a Southern member association.
* Strong understanding of SRHR, international development and/or humanitarian sector.
* Significant experience of working in a complex organisation. Experience of network working highly desirably
* Experience of resource mobilisation bid writing, securing consortium partners and management.
* Management of research and development of policy positions and policy reports for publication.

**6. SKILLS**

* Strong analytical approach. Proof of creative business and marketing skills
* Exceptional communications skills, verbal and written
* Excellent representation and presentation skills.
* Excellent networking skills. Ability to establish opportunities to work collaboratively with other NGOs and civil society coalitions internationally.
* Well-developed process and project management skills including ability to motivate and lead staff who have other line-managers.
* Fluent English essential. Fluent in one or more of French, Spanish, Arabic highly desirable
* Technology literate including use of social media.

**7. PERSONAL COMPETENCE**

* Ability to travel internationally – up to 60 days a year.
* Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
* Integrity and ability to maintain confidentiality at all times.
* Understanding of and a commitment to safeguarding including child protection, in a local and international context.
* Supportive of a woman’s right to choose and to have access to safe abortion services.