

Appendix – Media Reform Programme Lead, PRIMED Project

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	World Service Group - Media Action
Reports to (title)	Head of Programme, PRIMED project
Location base	London

Organisation structure	<p>Reports to the Head of Programme in the PRIMED project team.</p> <p>Works as a key member of the PRIMED project implementation team, alongside country programme teams and in close cooperation with UK-based colleagues in research, advisory and policy departments.</p> <p>No line management responsibilities.</p>
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Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • Provide specialist technical guidance in media development, capacity development and media systems reform to the PRIMED project team and to country- and UK-based teams and partners working on the project. • Work with country teams to ensure that project activities are designed and delivered in line with up-to-date evidence and best practice and are aligned with BBC Media Action’s approach to media development. • Support country teams in designing project activities that meet project objectives and impact. • Support country teams in commissioning key experts and consultants to carry out training and technical support. • Support the Head of Programme in managing relationships with donors and consortium partners, particularly in technical areas. • Support the Head of Programme to develop reporting outputs (especially connected to FCDO Annual Reviews), particularly related to logframe reporting and other technical areas. • Support the Head of Programme and colleagues in research and policy areas to curate and shape a range of policy and learning engagements (conferences, webinars, etc). • Represent the project externally, as required. • Working closely with the research and advisory teams, provide inputs that support the capture of organisational learning in media development and engage in the evolution of organisational strategies and approaches. • Deputise for the Head of Programme as required. <p>Additional essential knowledge, skills, training and experience</p> <ul style="list-style-type: none"> • Sound experience, in-depth knowledge and a proven reputation in the field of media reform. • Experience leading or directly supporting organisational reform efforts at a media organisation. • Strong experience in journalism, programme making or management within a news and current affairs environment, including significant experience at a media organisation in an editorial or strategy role.

- Substantial experience of collaborative working, with the confidence and proven ability to deal with a wide range of stakeholders and partners.
- Demonstrable ability to communicate advanced technical concepts in an accessible way to multi-disciplinary teams.
- Demonstrable understanding of media sectors in low and middle income countries, with experience of working in these markets.
- Strong writing skills.
- Knowledge of media development concepts and techniques, ideally gained through experience of having delivered media development projects (desirable).
- Experience of working in a complex project context, across multiple countries and with multiple consortium partners (desirable).

Job title	Thematic Advisor (Media Reform Programme Lead, PRIMED project)		
Job family	Policy & Strategy	Band	D

Job purpose

The Advisory team is responsible for supporting regional and country teams in the design, development (including business development) and implementation of projects and programmes focused on its focus thematic areas (Governance and Rights, Health, Resilience and Humanitarian Response); for ensuring strategic clarity, coherence and excellence in thematic portfolios across the organisation; and in representing the organisation’s thematic work to external audiences, including donors, academic institutions, institutional partners and others in relevant sectors.

The Thematic Adviser supports the development and implementation of thematic-relevant projects; the development of organisational thinking related to their specialist thematic knowledge; the development and maintenance of external relationships with relevant stakeholders; the development and publication of policy materials/publications for internal and external audiences.

- Key responsibilities and accountabilities**
- Provide technical support to the development of specific projects – including drafting thematically relevant components of donor proposals according to an agreed workplan.
 - Provide technical support to the implementation of any of the thematic area projects, particularly through the application of organisation-wide approaches and methodologies to project design and delivery.
 - Assist the Senior Thematic Adviser in the development of internal strategies and policies in agreed thematic areas.
 - Document and distribute learning in London and in-country programmes within agreed thematic areas.
 - Engage with other teams – particularly Research and Learning (R&L) and country programmes – to support the quality of organisation-wide thinking and delivery.
 - Support the development and publication of materials on the role of media and communication in improving any of the thematic areas.
 - Represent the organisation externally in thematic areas, bringing learning back into the organisation and distributing the organisation’s experiences within the sector.

Knowledge, skills, training and experience

- Sound experience, in-depth knowledge and a proven reputation in the field of one or more of the focal themes.
- A proven capability in business development relevant to this field and in the formation of external institutional and professional relationships with donors and other development actors in the field.
- Substantial people management and leadership experience.
- Relevant research experience or a proven capacity to advance learning relevant to this field.
- Excellent communication and writing skills.
- A relevant post graduate qualification or demonstrable record in delivering relevant projects, research or learning.
- The ability to work across teams and to mobilise resources to achieve impact.
- Demonstrable skills in financial management.
- Ability and willingness to travel as required to deliver the job.

Job impact

Decision making

- Reports to Thematic Lead.
- Supports the relevant thematic team, including being expected to work on own initiative in shaping work priorities.
- Represents the organisations at a relevant level externally.

Other information

For Reward team use only

Job Code

Definition:

Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Approval

Manager

Andrew Harrington, Head of Programme, PRIMED

HR Business Partner

Farideh Lappage

JOB DESCRIPTION



Date	29 Oct 2020
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