

Basic Information

JOB TITLE	Interim Programme Officer
DEPARTMENT	Programmes
REMUNERATION	Gross annual salary: 35,000€
WORK BASE	Club de Madrid Secretariat in Madrid, Spain (Currently operating with a hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely.) (Applicants must hold EU citizenship or valid work permit within the EU)
WORKING HOURS	8h hours/day Mon-Fri (Flexibility & intensive working hours in summer)
TYPE OF CONTRACT	Temporary, to cover a staff member on leave of absence. Estimated duration 1 year Trial period according to Spanish labour legislation.
STARTING DAY	May 6, 2024

Organizational Context

[Club de Madrid](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The Programme Officer's main responsibility will lie in the implementation of the organisation's programmatic strategy in the specific projects and activities and priority areas assigned. Initially, the main focus of his/her work will be in the Fostering Shared Societies pillar of this strategy, including the Shared Societies Project.

The Programme Officer will be responsible for the content development and management of specific projects or activities and the preparation of new project proposals, as needed and assigned. This includes the coordination and implementation of in-person and online project activities such as Policy Dialogues, Policy Labs, project seminars and/or workshops or in-country

missions; substantive content of communication pieces and elements for Policy Dialogues and Labs, project missions and results; formulation of project materials and reports; day-to-day management of human and financial resources in projects under his/her responsibility; identifying and securing participants in project activities, including Club de Madrid Members and high level experts; and development of partnerships with relevant current and potential stakeholders and funders.

Tasks and activities

Under the coordination and supervision of the Director of Programmes and in close collaboration with the rest of the Programmes Team and relevant Secretariat departments and/or units, the Programme Officer will:

- Coordinate and manage specific project activities. Among other duties and as the projects' focal point, this will imply:
 - Development of draft agendas, terms of references, talking points for Club de Madrid Members and experts as needed;
 - Coordinate the participation of Club de Madrid Members, high level advisors and experts in project activities, Policy Dialogues/Labs and in their interaction with local stakeholders;
 - Prepare project and Policy Dialogue/Labs-related mission agendas;
 - Prepare mid-term and final project reports;
 - Coordinate logistical arrangements for Members' and experts' participation in programme/project activities and events with the Logistics and Communications units;
 - Coordinate a visibility and dissemination strategy, including the formulation of dissemination tools, with the CdM Communications unit, that of partners and with external providers, as needed, always providing the necessary content;
 - Development, coordination and follow-up of projects' and grants' budgets in coordination with and with the support of the Finance Department.
- Lead and collaborate in the preparation of new project proposals, as required.
- Other duties according to his/her professional category and as the organisation may reasonably require.

Supervisor

Director of Programmes

Education, skills and professional experience required for the position

- University Degree preferably in Political Science, another social science or international affairs. Postgraduate Degree (Master) will be a plus.
- Minimum of 6 years of professional experience in similar or related fields of work in governmental, intergovernmental and/or international non-governmental organizations.
- Experience in projects and initiatives focused on social inclusion, minority groups or migration will be an important selection criterion.
- Experience in project identification, design & implementation, including proposal writing, organization of workshops, seminars or policy dialogues and fundraising.
- Experience in identifying and developing partnerships.
- Political awareness, knowledge and interest in democratic development, international relations, geopolitics, civil society organizations, human rights and specifically in social inclusion matters.
- Good capacity for political analysis
- Native in English or Spanish, advanced knowledge in the other language
- Excellent communication and writing skills. Ability to successfully communicate – orally and in writing - project objectives and results.
- Availability to travel.
- Excellent team-working skills.
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs.

Interested applicants should send their CV, a brief statement of interest on why they feel they are fit for the position to sdeagustin@clubmadrid.org by March 31, 2024.

Only shortlisted applicants will be contacted.