

Note: To Apply: Please send your CV, letter of motivation and completed AA bio summary form (you can download the form [here](#)) in word format to: tracy@actionappointments.co.za



Global Coordinator, Global Campaign for Education

About the role

The Global Coordinator leads the GCE Secretariat in implementing the decisions of the Board and wider membership of GCE, including by developing GCE's strategy and operational plans and managing the Secretariat team to put these into action. In doing so, s/he will maintain strong relationships with the membership, and is directly accountable to the GCE Board through the Chair of the Board.

Core responsibilities and duties

1. LEADERSHIP & RELATIONS WITH BOARD AND MEMBERS

- To support the governance role of the Board of GCE by keeping them informed of all internal and external issues affecting the organisation, and supporting them to take strategic decisions over the direction of the campaign.
- To lead the development and updating of a four-year strategic plan, approved by the Board, and based on consultation with the GCE membership and in line with priorities agreed by the World Assembly.
- To maintain clear understanding of GCE's strategic direction among the Secretariat staff and members, by ensuring communication of World Assembly and Board decisions and forthcoming plans in a timely and effective manner.
- To ensure strong relationships between the GCE Secretariat and its membership, including ensuring that GCE work is responsive to member needs.

2. POLICY & ADVOCACY PLANNING AND MANAGEMENT

- To oversee, in liaison with policy, campaigns and communication staff, the development and execution of advocacy and campaigns strategies that will advance the achievement of the GCE policy positions agreed by the World Assembly and the Board, ensuring that GCE's global reach and broad base is leveraged for maximum advocacy impact.
- To liaise with the Board over the development of new policies or positions, in reaction to changing events or circumstances, supported by GCE policy staff.
- To ensure that GCE has a prominent role in global education debates, by ensuring a strong profile for GCE and managing active, effective intervention in key topics and forums.
- To facilitate Board members, particularly the President and Vice-President, in representing GCE policy positions externally in key forums, and to ensure Secretariat staff do so consistently where Board members are not available.

3. OPERATIONAL PLANNING AND MANAGEMENT

- To develop and lead the implementation of GCE's operational plans and budget in line with the agreed strategic plan.

- To oversee the efficient and effective day-to-day operation of the GCE Secretariat, ensuring that its functioning meets the expectations of its members, Board and funders.
- To draft internal policies for approval by the Board and prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- To convene and prepare meetings of the Board and the World Assembly in accordance with decisions of the Board, including by ensuring effective and timely preparation and distribution of relevant materials.

4. FINANCIAL / LEGAL RESPONSIBILITY

- To prepare, in consultation with the staff and with approval by the Board's Finance and Personnel Committee, comprehensive budgets for the Secretariat, updating as required.
- To ensure that GCE finances are sustainable, ensuring that expenditure is in line with agreed budgets and matched by income, and monitoring cash flow.
- To provide the Board with comprehensive quarterly reports on the revenues and expenditure of the Secretariat, alert the Board to any financial difficulties, and support them to take decisions to resolve such issues.
- To ensure that accounts are maintained to a high standard in accordance with legal requirements and sound accounting procedures.
- To ensure that GCE is operating at all times in accordance with all relevant laws and regulations.

5. PERSONNEL MANAGEMENT

- To take overall responsibility for inspiring and leading the staff team, including by ensuring good working relationships between staff, and a clear understanding by all staff of each staff member's role in the achievement of GCE's aims and in the execution of its strategy.
- To ensure that GCE policies and procedures are followed and that proper procedures are in place for performance management and development of all staff.
- To line manage senior staff members directly, including the Head of Communications, the Head of Operations, the Head of Policy, the Finance Manager, and senior programme managers.
- To lead recruitment for all new Secretariat posts, delegating where appropriate.
- To maintain oversight of all areas of GCE's work, taking action to ensure resolution of any problems (operational, personnel-related, etc) as soon as they appear.

6. FUNDRAISING

- To work with GCE's Board to mobilize resources ensuring that GCE builds a diverse and secure funding base for its operations.
- To ensure good quality reports and accounts to donors are submitted in a timely manner.
- To establish and maintain good relationships with existing and potential future funders.
- To ensure that funding accepted by GCE does not contradict ethical standards or come with unacceptable conditions, and that any potential conflict of interest or ethical concern is brought to the attention of the Board.

7. MANAGEMENT OF PROJECTS

- To oversee the effective and efficient planning, management, monitoring and evaluation of GCE's projects and programmes, with a particular focus on the CSEF
- To ensure that these programmes and projects are well-located within and serving GCE's overall strategies, vision and mission.
- To ensure that the Secretariat works closely with GCE project partners and members in project development, implementation, M&E and project closure
- To ensure dissemination of lessons and outcomes of projects and programmes for wider organisational learning.

- To lead the development of new programme or project proposals, ensuring that projects taken on can be realistically managed and that the core funding / staffing base of GCE is secure.

Person specification

- Strong commitment to GCE's mission and objectives, to building powerful social movements, to the vision of achieving the right to education through citizen action, and to equal opportunities.
- Extensive experience in leading and managing at the international level.
- Professional qualifications and international development experience including an in-depth understanding of the challenges in education.
- Ability to manage all aspects of a civil society movement, including a clear understanding of the dynamics involved in civil society networks and strong experience of working with coalitions.
- Experience in overall financial management of a complex organization.
- Proven networking, advocacy and lobbying skills, and very strong skills in working in a political environment.
- Experience of representing civil society organizations or networks with funders, allies, lobby targets and the media.
- Dynamic, participatory and encouraging leadership style with strong negotiating and influencing skills.
- Ability to prioritise a complex workload, meet tight deadlines and motivate others to do the same.
- Excellent interpersonal skills, ability to work with colleagues in a small diverse office team, and with members from different countries and backgrounds
- Excellent oral and written communication skills in English.
- Competency in one or more of GCE's official languages other than English (French, Spanish, Arabic, Portuguese).
- Ability and willingness to travel internationally.

Salary and contract details

- A competitive salary
- GCE's package includes a generous pension contribution, a contribution towards health insurance costs, and relocation assistance for candidates currently based outside South Africa.

Location

The post is located at the GCE Head Office, in Johannesburg, South Africa.

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