

## KNOWLEDGE & LEARNING COORDINATOR

### JOB DESCRIPTION

**LOCATION:** This position is home-based.

**SALARY:** Competitive depending on experience.

**STARTING DATE:** As soon as possible.

**POSITION TYPE:** Full-time position.

**TRAVEL:** Some international travel is required.

**CLOSING DATE FOR APPLICATIONS:** 1 February 2023

#### ABOUT AWS

The Alliance for Water Stewardship (AWS) ([www.a4ws.org](http://www.a4ws.org)) is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, CSOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes independent third-party certification.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation. Our highly motivated team is dispersed across several countries. We are now seeking a Knowledge & Learning (K&L) Coordinator to join our team and play an instrumental role in the future growth and positive impact of the AWS Standard System.

#### ABOUT THE ROLE

As K&L Coordinator you will be responsible to further our ambition that the AWS System is rooted in learning and continual improvement, and that AWS is recognised as the global knowledge hub

for water stewardship. The Knowledge & Learning Coordinator role falls within the System Integrity Business Unit and will report to the Chief System Integrity Officer. The System Integrity Business Unit (currently a team of six) comprises several inter-related areas of focus:

1. Standard System
2. Assurance System
3. Conformity Assessment Body (CAB) Oversight
4. Knowledge & Learning (including Monitoring & Evaluation (M&E) system; impact measurement)
5. AWS Training Programme
6. Salesforce knowledge management system
7. Technical Committee liaison, and
8. AWS Professional Credentialing Programme.

You will lead on all aspects of AWS M&E System including indicators, data collection, data quality, analysis, learning, and internal and external reporting; contribute to research projects and manage research projects and consultants.

You will be responsible for maintaining AWS code conformance with ISEAL Codes of Good Practice and the upcoming unified ISEAL Code in development.

You will coordinate all aspects of sharing knowledge and learning, for example, you will coordinate case studies for publication from across the Alliance on AWS Standard implementation and produce annual performance monitoring reports.

You will lead on a number of projects for example, 'Aligning AWS M&E System with AWS Assurance System project' with the new AWS CAB Water Stewardship Assurance Services Ltd.

## **WHO YOU ARE AND WHAT YOU'LL DO**

### **You are super interested in understanding the impacts of sustainability standards.**

- You have a minimum of five years' experience in a role working with an ISEAL Alliance organisation.

### **You're a M&E data geek**

- You have three years' experience working with M&E data relating to certification schemes and a high level of attention to detail in the management of data.
- You have experience in writing research reports and data visualisation for diverse audiences (members, partners, CABs, general public, AWS board).
- You will ensure that all data collected and held by AWS from M&E and beyond is gathered and processed to the highest standard and will support other team members and Units to achieve the same standard across the organisation.
- You thrive to ensure excellence in data integrity, quality and accuracy.

### **You're a collaborator**

- You are naturally collaborative and comfortable working across multiple time zones with diverse stakeholders.
- You will recognise the high level of interdependencies across our program of work and promote coordination and mutual support across the team, local networks, members and partners to grow the AWS System.

### You're passionate about global sustainability issues

- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with some knowledge of global water issues.
- You have a desire to see positive social and environmental outcomes from committed enterprises and understand and relate to different cultures and their developmental challenges.
- You will inject this passion into your work and contribute to promoting a culture of learning, sharing and support in AWS.

### WHAT YOU'LL NEED TO SUCCEED

- Five years' experience in a Sustainability Standards organisation, preferably within an ISEAL Code compliant member organization.
- Direct experience in developing and managing a M&E system of a sustainability standard schemes including Theory of Change, M&E indicators (indicator protocols), data collection methods, impact evaluation research options.
- Experience in managing consultants to conduct research and impact evaluation studies.
- Experience in undergoing Independent Evaluations with the ISEAL Alliance Impacts Code.
- Experience in data collection, management, analysis and visualisation related to M&E, audits, assurance and communications.
- Experience with database systems and software applications ideally: Salesforce, Excel, SharePoint, Microsoft Teams, SurveyMonkey and Zoom.
- Degree or equivalent in a relevant discipline (e.g., water stewardship, international development, conservation, hydrology, climatology, environmental science, agriculture, limnology or similar).
- An understanding of water stewardship and approaches to sustainability and natural resource or environmental management (experience in water management would carry additional weight).
- Excellent report writing skills.
- Ability to communicate and present online effectively with external and internal stakeholders.
- Excellent administrative skills with a high level of attention to detail.
- Fluency in written and spoken English.

### HOW TO APPLY

If you think you might be right for this job and this job might be right for you, please send an email marked "VACANCY: Knowledge & Learning Coordinator" to [gail@a4ws.org](mailto:gail@a4ws.org). Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV with email addresses and telephone numbers of two referees.
- At least two examples of publications or reports which you have authored.
- An indication of when you would be available to take on the role, if selected.

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#### ALLIANCE FOR WATER STEWARDSHIP (SCIO)

2 Quality Street, North Berwick, EH39 4HW, Scotland

website: [a4ws.org](http://a4ws.org) | email: [INFO@A4WS.ORG](mailto:INFO@A4WS.ORG)

AWS is registered as a Scottish Charitable Incorporated Organisation (SC045894)

**Closing date for applications is 1 February 2023.** Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.