

PROGRAMME COORDINATOR ALLIANCE FOR WATER STEWARDSHIP

LOCATION: Home-based

CONTRACT FEE: Competitive

STARTING DATE: To be negotiated

EXPERIENCE REQUIRED: 3-5 Years

BUSINESS UNIT: Outreach and Engagement

TRAVEL: Maximum up to 4 weeks per year

CLOSING DATE FOR APPLICATIONS: 17 March 2025

ABOUT ALLIANCE FOR WATER STEWARDSHIP (AWS)

The Alliance for Water Stewardship (AWS) (www.a4ws.org) is a global membership-based network of businesses, civil society organisations and the public sector dedicated to promoting the responsible use of freshwater. AWS Members contribute to the sustainability of shared water resources through the 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 System includes independent third-party certification.

The AWS 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 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 with a dynamic, international team, and we are now seeking a Programme Coordinator to play a key role in driving our mission forward.

SCOPE OF WORK

The Programme Coordinator's role is to support the Programme Lead in initiating, cultivating, overseeing, and reporting on the impact of programmatic work in advancing the AWS Global Strategy 2023-2030.

Programmes are here defined as place-based activities and partnerships undertaken by AWS to initiate, realise and demonstrate value from the use of the AWS System. Programme work typically involves collaboration with members and partners of AWS on a defined set of timebound activities and outputs in a priority location and sector. AWS primarily undertakes Programme activities to:

- demonstrate the wider value of water stewardship and AWS
- initiate activity in harder to activate sectors
- create initial momentum in value chain hubs for a sector
- to convene dialogues on collective action
- to help Members in realising their ambition of collective action

The work of the Programme Team contributes to each of the Outcomes in the AWS Global Strategy and in particular Outcomes 2 and 3. The Outcomes sought are: 1. AWS inspires commitments to scaled adoption of the AWS Standard in value chain hubs. 2. AWS ensures the commitments in value chain hubs can be realised and are leveraged to grow participation by diverse local stakeholders 3. AWS has a continually improving knowledge and evidence base for stewardship in value chain hubs.

KEY RESPONSIBILITIES

1. The Programme Coordinator will support the activation, optimisation, and reporting of programmatic activities aligned with the AWS Global Strategy 2023-2030. This includes assisting in the development and implementation of place-based components of funded projects such as Collective Action Accelerators and bilateral partnerships with businesses, governments, development banks, and financial institutions.
2. The Programme Coordinator will work closely with the Programme Lead, providing administrative and operational support to ensure that all funded partnerships under the Programme Team are developed and implemented efficiently and accurately. This will include assisting in the development and maintenance of clear, replicable processes for internal and external stakeholders, covering contracting, implementation frameworks, templates, and monitoring and reporting.
3. The Programme Coordinator will assist in the coordination and implementation of place-based projects, particularly Collective Action Accelerators in Spain, Mexico, South Africa, and Latin America. Additionally, they will support the management of external consultancies hired to execute place-based projects where AWS does not have a staff member.
4. The Programme Coordinator will help plan, organise, and facilitate regional events, workshops, webinars, and other convening platforms to initiate, support, and strengthen collective action dialogues.
5. The Programme Coordinator will be called to represent AWS at in-person national and international conferences and online events. They will also contribute to AWS's visibility by engaging with LinkedIn and other communication channels as directed.

ELIGIBILITY CRITERIA

You are passionate and informed about the sustainability of water

- You have worked at an NGO, company or other relevant organisation on water issues

- You understand the landscape of corporate-focused sustainability initiatives
- You have practical experience of managing, coordinating and implementing projects
- You align with and are motivated by the AWS vision and mission

You are skilled in supporting multi-stakeholder dialogues and engagements

- You enjoy presenting to new and diverse audiences online and in-person
- You have experience in planning, delivering and facilitating meetings and workshops
- You are skilled in reading and balancing diverse stakeholder views and experiences
- You will be accomplished in producing informative, impactful knowledge products

You enjoy managing external and internal stakeholders

- You have prior skills in key management relationships
- You can support the coordination of multi-stakeholder projects.
- You are skilled in managing and engaging with diverse stakeholders

You have strong skills in writing proposals and reports

- You have experience in development of funding proposals and project concept notes.
- You can assist in gathering relevant data and insights to strengthen proposals.
- You like collaborating with internal teams and external partners to refine proposals.
- You are expert in writing and reviewing reports

You are a collaborator

- You are collaborative by nature and experience
- You are an attentive listener, keen to understand and engage with new audiences
- You operate via an ethos of building trust and mutual support
- You take a proactive approach to supporting project execution and problem solving

You are diligent

- You are comfortable following and building upon direction
- You are methodical and proficient in working to deadlines and budgets
- You enjoy balancing multiple priorities
- You are a self-starter who enjoys taking initiative

REQUIREMENTS

- Experience working on development projects, funded partnerships, project management or corporate-linked sustainability initiatives or partnerships
- Experience working on developing and implementing place-based projects and activities involving multi-stakeholder collaborations
- A master's or bachelor's degree in a discipline relevant to water stewardship or sustainability
- Demonstrable experience of managing diverse external stakeholders
- Significant experience working in the water sector, ideally in a corporate, development sector or consultancy environment
- Strong communication and presenting skills
- Fluency in written and spoken English and Spanish

- Proficient in all office-relevant software
- Ability to work from home
- Ability to travel as required

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 "SUBMISSION: Programme Coordinator to gail@a4ws.org. Your email should include the following attachments:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the scope of work and responsibilities
- Your current CV in English with email addresses and telephone numbers of two referees
- An indication of your availability to take on the role, if selected

Closing date for applications is 17 March 2025

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and does 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.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.