Position Description

Analyst, Strategic Engagement & Communications -London 2020

About CIFF

The Children’s Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers’ health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF’s child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation’s climate portfolio is driven by a vision of a climate-safe future for today’s children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can’t and we often elect to work on what can be controversial issues that others won’t. For example CIFF is pro-choice with respect to women’s reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don’t hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.
Job Description

Job Title: Analyst, Strategic Engagement & Communications
Reports to: Acting Director, Strategic Engagement & Communications
Location: London

Main purpose of the role:
To support the execution of CIFF’s strategy for strategic engagement and communications

The Exciting Opportunity

Strategic Engagement and Communications (SEC) strategy
- Support the execution of an integrated communications and strategic engagement strategy to maximise the impact of CIFF’s investment in its grantees, with a particular focus on our work on protecting civic space, sexual and reproductive health and rights (SRHR), and climate change.
- Support the development of CIFF’s approach to protecting civic space as related to our key issue areas
- Work with internal stakeholders and partner organisations to develop and deploy innovative strategic communications and campaigning techniques which can support our partners in achieving their objectives
- Assist our partners to use data to effectively target their projects at key public and political audiences

Programme development, delivery & performance
- Support and, where appropriate, lead the end-to-end administration of the grants management process (from concept formation through to final payment), suggesting improvements where appropriate, to enable the SEC team to deliver and monitor its philanthropic activity efficiently and effectively.
- Apply agreed due diligence and risk management protocols appropriately throughout the development and delivery of proposals and programmes, to ensure the interests and reputation of the Foundation are protected
- Lead the preparation and dissemination of regular and ad hoc reporting on sector/portfolio/programme performance, to ensure colleagues and partners (as required) have access to accurate and relevant management information.
- With the advice and guidance of the Evidence, Measurement and Evaluation team, identify and embed appropriate monitoring and evaluation processes to all proposals and programmes.
- Work closely with the Finance team to coordinate the forecasting of grant payments, to enable effective cash flow management and reporting within the organisation.
• Act as ‘Super-User’ for a range of IT systems and databases for the team, ensuring they are deployed appropriately to optimise the efficiency and effectiveness of its work, and trouble-shooting issues if they arise.

**Sector knowledge and networks**

• Build and maintain a range of relevant knowledge and information resources, to enable the SEC team to access high quality intelligence, analysis and data to inform current and future programme activity

• Undertake other research projects required, as directed by members of the team

• Keep abreast of developments in strategic engagement, communications and campaigning approaches (e.g. digital research and engagement, polling, audience segmentation and analysis, etc), especially as related to CIFF’s key focus areas.

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**The Talented Individual**

**Qualifications & Experience**

• Significant senior Analyst-level experience working in strategic communications and campaigning, as well as digital analytics, research or journalism

• Understanding of relevant programming in CIFF’s priority impact areas, especially SRHR (desirable) and climate change

• Previous analysis/research work experience in either the private or public sector

• Ability to set priorities and think critically, objectively and strategically

• Capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally-sensitive manner to maximise effectiveness

• IT proficiency (most specifically in Microsoft Word, Excel, PowerPoint)

• Excellent English written and oral communication skills (other languages, Swahili and/or French in particular, a plus)

• Strong interpersonal skills

• A self-starter, with resilience, pace, and interpersonal flexibility

• Strong ability to multitask and prioritise workload appropriately

• A keen interest in the issues children and young people face

**Key working relationships**

• All other CIFF departments, teams (especially our Adolescence and Climate teams), and offices

• Fielding contact with international partners and stakeholders

• Fielding contact with co-funders, international charities and NGOs
• Fielding contact with national governments and local NGO partners in priority geographies

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Values

Honest: We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.

Supportive: We use our experience to bring out the best in each other. When the pressure’s on we join forces. When one of us succeeds, we celebrate together.

Entrepreneurial: We’re always searching for new opportunities to do more and push boundaries. We constantly ask ourselves ‘What if?’

Passionate: We’ve each come to CIFF to change the world for children. So we’re bold and daring in our approach. We know that with the right people and the right resources, there’s nothing we can’t achieve together.

Problem solving: Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.

Collaborative: In CIFF’s people and partners you’ll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children’s lives.