



# PREVENTION COLLABORATIVE

feminist inspired | evidence driven

## CAPACITY STRENGTHENING LEAD

The Prevention Collaborative seeks an enthusiastic leader committed to strengthening individuals and organisations through in-person, online and hybrid learning, to head our Capacity Strengthening team.

The Prevention Collaborative is a global network of practitioners, activists, and researchers working to better equip ourselves and others with the vision, knowledge, and skills necessary to end violence against women and their children. We strengthen the capacity of key actors to deliver effective violence prevention programmes, based on feminist principles and evidence-and practice-based knowledge.

A key element of our strategy is strengthening the capacity of practitioners and other actors in the field through several inter-related strategies:

- ▶ An online virtual platform - our **Learning Lab** - that offers self-directed and synchronous group courses for individual learners, facilitated by Prevention Collaborative staff and mentors.
- ▶ Our **Cluster Programme**, that works with up to six different organisations over six months who want to learn more about VAW/VAC prevention; and
- ▶ Our **Accompaniment Programme**, that matches experienced mentors with organisations for a period of 18-24 months as they put prevention into practice.

The successful candidate will lead our Capacity Strengthening domain and be part of our Senior Management Team, known as C3. They will be responsible for developing and implementing the Collaborative's entire capacity development function, including maintaining and expanding our Learning Lab, and overseeing our Cluster and Accompaniment programmes. In addition to managing the domain, the Lead oversees the design and implementation of courses related to VAW/VAC prevention, feminist practice,

programme design and implementation and works with the Communications domain to increase participation in our online courses,

## **ESSENTIAL FUNCTIONS**

### **1. Develop and implement a capacity strengthening strategy**

- ▶ Lead strategy development and delivery to evolve our Learning Lab and Accompaniment programmes.
- ▶ Develop partnerships with organisations to expand our reach and retention of learners.
- ▶ Stay on top of capacity strengthening trends, particularly trends in online and hybrid learning.
- ▶ Coordinate with other domains and learners to ensure the strategy meets the needs of the field and sits within our broader agenda.

### **2. Manage the Capacity Strengthening domain**

- ▶ Lead the Capacity Strengthening domain including chairing meetings, establishing timelines and schedules for both course development and delivery, maintaining the production schedule, and ensuring deadlines are met.
- ▶ Lead the annual work plan and budget development process. Monitor workplan and budget throughout the year.
- ▶ Line-manage domain members including supporting them to organise and manage workloads; recruiting new team members when necessary, etc.
- ▶ Coach team members in instructional design and continuously share promising practices and examples of course innovations and learner engagement.
- ▶ Liaise with other domains to ensure coherence across different domains.
- ▶ Help raise funds to support the Collaborative's capacity strengthening agenda.

### **3. Collaborate with team members to design learning opportunities, using creative, innovative, and evidence-based approaches**

- ▶ Work with subject-matter experts to develop dynamic learning sessions for in-person and online courses.

- ▶ Develop instructional design and process management tools (e.g., slides, storyboards) for course development.
- ▶ Manage the Collaborative's relationship with the external IT firm that helps maintain the Learning Lab.
- ▶ Provide oversight for the Learning Lab platform.
- ▶ Together with the broader team, cultivate new audiences for the Collaborative's e-learning courses and organisational mentoring work.

#### **4. Senior Leadership duties**

- ▶ Participate in the C3 management group that includes weekly meetings, decision making, strategising across the organisation, participating in setting agendas for C3 and team meetings and other duties.
- ▶ Contribute to the setting of organisational strategy.
- ▶ Other duties as requested by the Collaborative.

### **CANDIDATE PROFILE**

The successful candidate will bring the following skills and experience to the role:

#### **Competencies**

- ▶ Demonstrated ability to develop and implement complex capacity strengthening strategies.
- ▶ Experience developing and maintaining partnerships to increase outreach, engagement and retention of learners, as well as innovative partners that follow feminist principles.
- ▶ Demonstrated ability to develop learning programmes including online self-paced and facilitated courses.
- ▶ Experience in setting online and hybrid learning strategies.
- ▶ Experience applying adult and participatory learning theories and leading-edge instructional design methods.
- ▶ Excellent project management skills, including workplan and budget processes.
- ▶ A demonstrated commitment to feminist values and practice.

- ▶ Ability to manage a diverse workload in a virtual environment and to respond flexibly to changing demands.
- ▶ Strong IT skills; experience in Google environments is an asset. Other software includes: Excel/Google sheets, PowerPoint/Google slides, Zoom, WordPress, and the LearnDash LMS plugin for WordPress.

## **Education and Experience**

- ▶ Degree in Instructional Design, Education, Organisational Development, International Development, or another related field.
- ▶ At least 10 years of experience required in the design and delivery of capacity strengthening initiatives and strategy.
- ▶ Previous management experience, including team management, with progressively increasing responsibility.
- ▶ Previous work experience related to violence, sexual and reproductive health or gender transformative programming is an asset.
- ▶ Experience working and/or living in different cultural contexts and geographies.
- ▶ Experience with learning management systems (experience with the LearnDash plugin for WordPress is an asset).

## **COMPENSATION AND BENEFITS**

We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

This is a virtual position; candidates can be located in any country, preferably in Africa or Asia. The time commitment is full-time, from 16-20 days per month depending on the agreement between the successful candidate and the Collaborative.

Compensation will be relative to the level of effort and experience for this position and aligned with our approach to compensation. The salary equivalent range for this position is \$76,000 - \$124,000 (assumes 20 days). The selected candidate will be engaged through a contract.

Flexible hours: This position requires the Lead to attend three meetings a week starting at 9 am EST. As this position reports to the Director of Strategy and Operations, currently based in Ottawa, Canada (Eastern time zone), there may be additional meetings in the morning hours of EST, depending on where the candidate is based. The rest of the Lead's time can be managed flexibly, with hours that give them energy and make them effective.

Learning circles: We are curious and invested in constantly learning. We do this together through Monday learning circles. We support people to stay current with the latest research and practice.

Well-being: We bring our whole selves to work and practice self and collective care.

**TO APPLY:**

Please send a CV and cover letter outlining your experience to [f.suleiman@prevention-collaborative.org](mailto:f.suleiman@prevention-collaborative.org) by **10<sup>th</sup> November 2023**. We will review applications as they are received.