



## Infant Feeding in Emergencies (IFE) Core Group Facilitator Job Description 2022

### About Emergency Nutrition Network (ENN)

ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

The ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN's focus is predominantly in low- and middle-income countries and in fragile and conflict affected states. ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by bilateral donors, international non-governmental organisations and United Nations agencies.

The Infant Feeding in Emergencies (IFE) Core Group is a [global collaboration of agencies and individuals](#) that formed in 1999 to address policy guidance and training resource gaps hampering programming on [infant and young child feeding support in emergencies](#). The IFE Core Group does not directly implement programmes but rather develops guidance and [resource materials](#), document lessons learned, and builds capacity for effective Infant and Young Child Feeding (IYCF) support in emergency contexts. The Emergency Nutrition Network (ENN) is the coordinating agency of the IFE Core Group. The IFE Core Group is the [Global Thematic Working Group on Infant and Young Child Feeding in Emergencies](#) as part of the [Global Nutrition Cluster Technical Alliance \(GNC-TA\)](#). [IFE Core Group members](#) bring challenges and issues to the collective membership for rapid peer support and guidance facilitated by ENN. This enables rapid application of up-to-date experience in operations and connects on-the-ground experiences with the development of agency and global policy guidance. See the IFE Core Group Strategy [here](#).

### Why work for ENN?

This is an exciting opportunity to join the growing ENN team as our IFE Core Group Facilitator. This is a critical role given that IYCF-E is a complex area in which to work and given the challenges that exist within this subsector of nutrition.

At ENN our staff are encouraged to explore and develop their own specialisms and interest areas, contributing to our diversity of skillset and knowledge. There will be the opportunity to engage across a range of ENN projects and to work with members of the wider team in delivering on the position's responsibilities. You will also have significant engagement with external stakeholders.

We're proud that in our 2021 Employee Engagement Survey over 95 percent of our staff agreed that they are treated with fairness and respect at work and that they trust and respect their manager.

## **Terms and Conditions**

Hours of work: Part-time (22.5 hours, equivalent to 3 days a week)

Type of contract: Fixed term contract of 12 months initially, with the possibility to extend.

Location: Office or home-based

Holidays: 25 days plus UK bank holidays (or equivalent) pro rata, increasing by one day p.a. after two complete years of service to a maximum of 27 days per annum. Additional closure days between Christmas and New Year

Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%

Salary: £38,000 - £48,000 Full Time Equivalent (FTE), dependent on experience and suitability for the role

Right to Work: applicants must have the right to work in the UK at the time of application.

## **Purpose of the role**

The ENN plays a dual role in the IFE Core Group – facilitation of the collective group and production (whole or in part) of technical products (such as guidance, infographics, case studies) that ENN is best placed and funded to produce.

The IFE Core Group Facilitator will bring strong technical knowledge and experience on IYCF-E to facilitate the functioning of the IFE Core Group and to develop, oversee and support delivery on IFE Core Group activities and outputs. The IFE Core Group Facilitator will represent ENN and the IFE Core Group in external fora including guidance development. Together with the ENN IFE Core Group Coordinator (Project Lead), this position will provide technical IYCF leadership both externally and internally at ENN.

The IFE Core Group Facilitator reports to the IFE Core Group Coordinator and works closely with the IFE Core Group Steering Committee (SC). The IFE Core Group Facilitator may be supported by ENN staff members to deliver on tasks. The IFE Core Group Facilitator will manage and technically appraise the inputs of ENN staff members who contribute to specific technical outputs.

## **Key Responsibilities**

- **Steer the direction of the IFE Core Group and provide, appraise and manage technical inputs to IFE Core Group activities:**
  - Catalyse, prioritise, and coordinate development and delivery of the IFE Core Group annual collective workplan in line with the IFE Core Group Strategy.
  - Continually appraise the IFE Core Group role to fill needs, identify ways forward and identify key stakeholders, as appropriate, to engage in addressing them.
  - Identify, seek and establish expert collaborations and inputs as necessary, such as from and in support of WHO and in specialist working groups.
  - Respond to/ensure response to technical requests as they arise from the sector, including through the Alliance and en-net.
  - Coordinate and technically converse with specialists/leads across UN, NGO and governments, at international, regional and national levels.
  - Represent ENN and the IFE Core Group, and provide technical leadership, in technical specialist/expert fora, platforms and workstreams, including WHO-led NetCode, relevant WHO guideline development working groups, and implementation guidance development working groups.
  - Coordinate ENN staff in their work and oversee the delivery of ENN-led IYCF-outputs.
  - Coordinate IFE Core Group member inputs into and peer review outputs of IFE Core Group members that contribute to the IFE Core Group workplan.

- Facilitate / oversee IFE Core Group and maintain IFE Core Group communication:
  - Chair IFE Core Group monthly member calls, and ensure effective organisation, facilitation and documentation.
  - Ensure the IFE Core Group website is up to date.
  - Proactively promote and manage opportunities to support IYCF-E activities and dissemination by members.
  - Circulate latest research, updates and developments, shared tasks, etc.
- Oversee and contribute to technical work for IFE Core Group sub-groups, steering committee and other relevant groups
- Oversee and maintain (at times through delegation to the IFE Core Group Steering Committee and ENN staff) the membership of the IFE Core Group
- Oversee, support and maintain the IFE Core Group Steering Committee (SC)
- Oversee development and implementation of IFE Core Group annual workplan, to ensure achievement of the IFE Core Group strategy, in conjunction with the Steering Committee
- Ensure effective organisation, facilitation and documentation of IFE Core Group annual meeting.
- Contribute to development of donor proposals, donor report and internal reports

Additional tasks may be identified on an ongoing basis by the IFE Core Group Coordinator and on agreement with the IFE Core Group Facilitator. Where possible support to organise and document meetings will be provided by ENN colleagues but there will be times when the IFE Core Group Facilitator will need to undertake these, and other, relevant tasks.

## **Person Specification**

### ***Essential requirements***

- Master's degree in nutrition or public health or equivalent professional experience.
- Experience working with IYCF-E programmes, operations and/or research, with a demonstrated understanding of the challenges and issues currently existing within the global IYCF-E sector.
- Experience working on policy development in the international development sector.
- Demonstrable experience working in the international nutrition sector at large, including experience working in developing countries.
- Experience of peer review of research and/or technical documents.
- Experience facilitating and coordinating a group of diverse actors around a common objective.
- Excellent English writing skills and attention to detail.
- Excellent presentation and communication skills.
- Strong interpersonal skills, motivated, takes initiative and drives progress.
- Ability to independently manage a busy workload and prioritise effectively.
- Good cross-cultural awareness.
- Able to work both autonomously and as a member of a dispersed and diverse team.

### ***Desirable requirements***

- Experience of project management to deliver high quality technical outputs.
- Experience developing content in different formats for a variety of audiences.
- Broad understanding of wider nutrition and health programming contexts.
- Ability to work in additional languages, in particular French, Arabic and/or Spanish.

**Reporting Lines:**

The IFE Core Group Facilitator will report to the IFE Core Group Coordinator (Project Lead)

**Eligibility to work:**

Must have the right to work in the UK at the time of application.

**Application process:**

Please apply by sending a **one-page Cover Letter** and your **CV** to the contact details below.

In your cover letter please indicate how you meet the requirement to have the right to work in the UK (e.g. GB passport holder, other passport holder but with established right to remain in the UK (i.e. settled status or indefinite right to remain) [NB – please give details], Existing skilled worker or student visa [NB – please give details], Ancestral visa).

**Informal enquiries welcome.**

ENN is committed to diversity and inclusion, and to building a culture where every staff member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

**Closing date for applications:** Sunday 27<sup>th</sup> March 2022. We encourage early applications and ENN reserves the right to close the advert at any time during this period.

**Contacts:**

recruitment@enonline.net

**NO AGENCIES PLEASE**