



## MAMI Global Network Coordinator Job Description

(12-month fixed term contract with potential to extend)

### About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being network-driven, independent and evidence-based.

**Our 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.

We undertake knowledge management, research and advocacy to support national governments, civil society, UN agencies, donors and academic organisations, and communities of practitioners. Through our work and collaborations, we support agencies and individuals to implement evidence-based nutrition programming, 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 foundations and trusts, bilateral donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: [www.ennonline.net](http://www.ennonline.net)

### What we do

Our Strategy aims to enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning, building evidence and providing support and encouragement to practitioners and decision-makers involved in nutrition and related interventions.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their Mothers (MAMI), as well as our highly regarded international publication, Field Exchange (FEX).

### Our People

ENN's team is made up of a range of technical experts in nutrition, with decades of collective experience, and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development.

We are proud that in our 2022 Employee Engagement Survey over 95 percent of our staff said they enjoy their work and that ENN is a flexible employer.

### Terms and Conditions

- **Type of contract:** Fixed term contract of up to 12 months initially, with the possibility to extend.
- **Location:** ENN office in Oxfordshire or home-based.
- **Holidays:** pro rata of 25 days plus UK Public Holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum.
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- **Salary:** £38,000 - £48,000 full-time equivalent, dependent on experience and suitability for the role
- **Hours of work:** Part time (3 days per week, 22.5 hours per week)

If you meet the person specification for the role but are looking for a full-time position, please contact [recruitment@ennonline.net](mailto:recruitment@ennonline.net) for further information as we may be able to accommodate this.

The **MAMI Global Network** is an established community of practitioners, researchers and policymakers working together to improve policy, evidence and practice to manage small and nutritionally at-risk infants under six months and their mothers (MAMI). The MAMI Global Network is coordinated by ENN, co-led by ENN and the London School of Hygiene and Tropical Medicine (LSHTM) and governed by a Steering Committee. Working Groups, Special Interest Groups, Advisory Groups and Country Chapters work together to contribute to the collective delivery of a shared workplan guided by our five-year strategy (2021–2025).

This is an exciting opportunity to join the ENN team as the **MAMI Global Network Coordinator**, an energetic network whose mission is to enhance mutual capacity, bridge disciplines, address evidence gaps and champion integrated, continuity of care. In your position you will assist local, national and international collaborators to work together to improve policy, evidence and practice for small and nutritionally at-risk infants u6m and their mothers.

MAMI is a core technical area at ENN comprised of several related workstreams including:

- Facilitation of coordinated policy, practice & research through the MAMI Global Network (under which the advertised position is located).
- Policy guidance development, including normative guideline & implementation guidance development
- Evidence generation, through primary & secondary research & reviews

### **Purpose of the role**

Central to this position is to facilitate coordinated, harmonised efforts across a range of practitioners working in policy, research, and programming to identify and deliver on shared priority activities, actions and outputs and both leverage and help harmonise member-led activities around a common vision.

### **Key responsibilities**

The MAMI Global Network Coordinator will work closely with the ENN MAMI Technical Lead, MAMI GN Co-Chairs and the MAMI GN Steering Committee to:

- Coordinate development and delivery of the MAMI Global Network's shared annual workplan
- Manage and where identified, deliver on assigned ENN activities/outputs
- Chair/facilitate MAMI GN working groups/task forces, including co-chair of the MAMI GN Implementers Group, and the MAMI Global Thematic Working Group
- Drive diversity and growth of the MAMI Global Network membership, including development of MAMI Country Chapters and regional initiatives, including Francophone Africa
- Nurture learning exchange and facilitate support to existing and new MAMI Country Chapters
- Facilitate learning exchange and active engagement of MAMI Global Network members
- Support dissemination, uptake and learning on MAMI Care Pathway Package
- Represent the MAMI Global Network in internal and external fora, such as international meetings and interest groups
- Catalyse and manage strategic and practical relationships with relevant networks, initiatives, sectors and influencers across infant and maternal health and nutrition
- Help identify and drive workstreams within the collective
- Oversee development and maintenance of the MAMI Global Network webpages
- Manage internal and external communications in collaboration with ENNs Communications Specialist
- Internal and donor reporting, monitoring and evaluation
- Facilitate and organise MAMI GN meetings (online/in person)

The MAMI GN Coordinator may be required to:

- Contribute to and as necessary, coordinate development of, guidance, briefs and technical documents.
- Undertake reviews/secondary data analysis and co-author peer review publications

### **Reporting Line:**

The MAMI GN Coordinator will report to one of ENN's Technical Directors

## Person Specification

### Essential requirements

- Relevant and significant experience working in service development/delivery related to managing at risk infants under six months (nutrition, health, reproductive health, antenatal care, infant health) and mothers in low/middle income countries
- Educated to at least Master's degree level or equivalent in a related field such as Public Health Nutrition/Community Nutrition, Public Health, Human Nutrition & Dietetics, Medicine or Epidemiology
- Health or nutrition background
- Experience of facilitating guidance/consensus/consultations/working groups
- Experience of brokering and establishing good working relationships with different stakeholders
- Experience in guidance/technical brief development
- Strong interpersonal skills, motivated, takes initiative, innovates and drives progress
- Strong influencing and people management and facilitation skills
- Strong, succinct writing skills for different audiences
- Excellent presentation and communication skills
- Excellent attention to detail
- Ability to independently manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed and diverse team
- Willing to undertake international travel
- Fluent English speaker
- Good cross-cultural awareness and committed to working for an organisation that embraces diversity and inclusion
- Experience managing a workpiece/sub-project from start to finish, including supporting other members of the team within that project
- Demonstrable experience of working on projects funded by government and international donors

### Desirable

- French speaker would be a distinct advantage
- Experience in implementation research design, implementation, analysis and documentation, including publication in peer-reviewed journals.
- Experience in research uptake or translating academic research into programme-relevant communications
- Experience of supporting health programmes/system strengthening in developing contexts
- Nutrition/nutrition-related primary research experience
- Sub-editing experience / experience in producing high quality publications
- Currently part of the 'humanitarian community' with own professional network of contacts
- Line management experience would be an advantage

### Eligibility to work

The successful applicant will be required to demonstrate they have the Right to Work in the UK before being able to accept the appointment. A Certificate of Sponsorship is **not** available for this position.

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

### Application Process

Please submit a Cover Letter (no more than one page) and CV to [recruitment@enonline.net](mailto:recruitment@enonline.net) no later than Tuesday 31<sup>st</sup> January 2023. Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified. Please include your preferred working pattern details in your application

### Informal enquiries welcome.

Contact: [recruitment@enonline.net](mailto:recruitment@enonline.net)