



Infant Feeding in Emergencies (IFE) Core Group Coordinator Job Description 2023

About Emergency Nutrition Network (ENN)

The Emergency Nutrition Network (ENN) is an international non-governmental organisation (INGO), established in 1996, working with programmers, policy makers and researchers to strengthen know-how and evidence to overcome malnutrition. 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 technical brokerage 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.

ENN is a UK registered charity. 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 office base is in Oxford, UK. ENN is financially supported by bilateral donors, foundations, 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 ultimately seeks to build capacity for effective Infant and Young Child Feeding support in emergency contexts (IYCF-E). The work of the IFE Core Group is governed by terms of references and steered by a five year strategy [here](#). 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).

ENN is the coordinating agency of the IFE Core Group. This privileged position is delivered through our longstanding institutional commitment to support this established, necessary community of practice. In this role, ENN coordinates and brokers task-focused collaborative effort (reflected in a shared annual workplan), sensitive peer-to-peer support leadership, development of 'critical gap' guidance and resource materials, and documentation of lessons learned to build evidence of what works (or not). Our facilitation helps straddle policy, evidence and practice, connecting on-the-ground experiences with the development of agency and global policy guidance, informing research priorities and rapidly disseminating key learning and guidance.

ENN's commitment to IFE extends beyond the IFE Core Group Coordination role, to one of an active IFE Core Group member and as co-chair and permanent member of the Steering Committee. As part of this wider commitment, the ENN IFE Technical Lead represents ENN as permanent member and co-chair of the Steering Committee.

Why work for ENN?

This is an exciting opportunity to join the ENN team as our IFE Core Group Coordinator. This appointment comes at a particularly critical and exciting phase of the IFE Core Group, coinciding with an imminent mid-term strategic review including examining and developing or 'ways of working'.

In this role, you will have significant engagement with external stakeholders. There will also be the opportunity to engage with members of the wider ENN technical team. At ENN our staff are encouraged to explore and develop their own specialisms and interest areas, contributing to our diversity of skillset and knowledge.

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

- Hours of work: Part-time (22.5 hours per week, equivalent to 3 days a week)
- Type of contract: Fixed term contract of 12 months initially, with the possibility to extend.
- Location: Home / remote-based or ENN's Office in Kidlington, Oxfordshire
- Holidays: 25 days plus UK bank holidays (or equivalent) pro rata for part-time staff, increasing by one day per year after two complete years of service to a maximum of 27 days per annum. Additional paid closure days between Christmas and New Year

- Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- Salary: £40,000 - £50,000 Full Time Equivalent (FTE), dependent on experience and suitability for the role

Purpose of the role

The IFE Core Group Coordinator 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 Coordinator facilitates, brokers and manages the collective effort and lead the development and facilitation of the collective IFE Core Group workplan in close collaboration with IFE Core Group Steering Committee members.

This appointment will require an individual with strong technical knowledge and experience, a firm inclusive leadership style and collaboration skills, demonstrably adept in facilitation, brokerage, coordination, with excellent written and interpersonal communication skills.

The IFE Core Group Coordinator will work closely with and reports to the ENN IFE Technical Lead. The IFE Core Group Coordinator may be supported by ENN staff members to administer the IFE Core Group facilitation and deliver on the collective IFE Core Group workplan. They will be responsible for some core administrative and project management tasks necessary to ensure the effective coordination implementation of the IFE Core Group workplan.

Key Responsibilities

Support appropriate, accountable governance and management of the IFE Core Group

- In close collaboration with the Steering Committee (SC) and in consultation with members, develop, maintain and help deliver mechanisms for transparent, accountable processes to enable effective, efficient and pragmatic ways of working and delivery of activities to fulfil the IFE Core Group strategy vision and objectives. This will include taking forward recommendations that emerge from anticipated 2023 mid-term review.
- Oversee development and implementation of IFE Core Group annual workplan, to ensure achievement of the IFE Core Group strategy, in conjunction with the SC.
- Actively and efficiently involve the wider IFE Core Group membership to deliver on workplan activities, including development and oversight of purposive, output driven working groups.
- Continually appraise the IFE Core Group role to fill needs, identify ways forward and identify key stakeholders, as appropriate, to engage in addressing them.
- Represent IFE Core Group in external fora as required.
- Drive development and ensure maintenance of IFE Core Group membership with the SC including reviewing of membership applications with the SC.
- Coordinate the IFE Core Group and maintain IFE Core Group communication:
 - Organize, chair and document IFE Core Group regular member calls.
 - Ensure the IFE Core Group website is up to date.
 - Bi-weekly briefs circulating latest research, updates and developments, shared tasks, etc.
- Contribute to donor reports to ensure accountability for funding for the coordination of the IFE Core Group.

Facilitate, manage, appraise and represent the IFE Core Group's technical activities

- Catalyse, prioritise, and coordinate timely and responsive development and delivery of the IFE Core Group annual collective workplan in line with the IFE Core Group Strategy.
- Provide, appraise and coordinate IFE Core Group member input/peer review of outputs by IFE Core Group members that contribute to the IFE Core Group workplan, such as through formation/facilitation of dedicated working/review groups.
- Proactively promote and manage opportunities to support IYCF-E activities and dissemination by members.
- Identify, seek and establish expert collaborations and inputs as necessary, such as from and in support of WHO guidance processes, communities of practice, such as the MAMI Global Network, and in specialist working groups.
- Coordinate and harmonize a timely response to common concerns and technical requests as they arise from the sector, including through the Alliance and en-net.
- Oversee and contribute to technical work for IFE Core Group sub-groups, steering committee and other relevant groups.

- Coordinate and technically converse with specialists/leads across UN, NGO and governments, at international, regional and national levels.
- Represent the IFE Core Group, and provide technical leadership, in technical specialist/expert fora, platforms and workstreams, including WHO-led NetCode, and relevant guidance development working groups.

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.
- Strong working knowledge of relevant global policies and mechanisms and their application, including UN roles and responsibilities and the cluster mechanism.
- Experience facilitating and coordinating a group of diverse actors around a common objective.
- Experience brokering and negotiating technical consensus and managing conflicting perspectives/positions.
- Demonstrable experience working in the international nutrition sector at large, including experience working in low and middle income countries.
- Experience of peer review of research and/or technical documents.
- Excellent English writing skills and attention to detail.
- Excellent presentation and written and verbal 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 working on policy development in the international development sector.
- 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 and/or Arabic.

Reporting Lines:

The IFE Core Group Coordinator will report to the ENN IFE Technical (and Project) Lead.

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.

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.

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 will 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 – please give details, visa – please give details)

Closing date for applications: Wed 31 May 2023. We encourage early applications and ENN reserves the right to close the advert at any time during this period if a suitable candidate is found. We are looking to fill this role as soon as possible.

Contacts: recruitment@enonline.net

NO AGENCIES PLEASE