



## **RESILIENCE KNOWLEDGE HUB COORDINATOR (Barcelona)**

**Reference: 115/16-17**

### **Purpose of the Job**

Design, implement and lead the set-up and coordination of the Resilience Knowledge Hub for the entire Oxfam Confederation to deliver knowledge management, learning and communications on resilience and support the integration of Oxfam's humanitarian and development programming.

Oxfam GB and Oxfam Intermón are co-leading the Hub. The post-holder will work closely with the resilience KH co-leads, the resilience global research adviser, global advisors, regional leads and country staff across the confederation.

The selected person will be based ideally in Barcelona and he/she will report to the Head of Food Security and Livelihoods Unit- Knowledge Hub co-lead of Oxfam Intermón.

There is no direct hierarchical or functional position that reports to the coordinator but this position needs to build influence capacity to facilitate connection and steer strategically the investment and work on resilience across the entire Oxfam confederation: with affiliates, regional teams and countries in Africa, America and Asia.

The position will join a small and enthusiastic team connected with the other Knowledge Hubs within Oxfam, building an influencing organization based on knowledge.

### **Key responsibilities**

#### **Strategic planning**

- Consult with affiliates, regions and countries to develop the overall scope and specific focus of the Resilience Knowledge Hub.
- Develop and coordinate implementation of an overall knowledge management strategy, including MEAL and performance indicators and resource model for the Resilience Knowledge Hub.
- Put in place a management and accountability systems for the hub.
- With the resilience co-leads, be attentive to how resilience knowledge and practice is developing across the confederation such as emerging questions, areas for development, experimentation and innovation.
- Support overall coherence across Oxfam's practice of resilience.
- Collaborate with other Resilience Knowledge Hub coordinators to support a coherent approach to knowledge management across hubs and the overall development of Oxfam's practice of knowledge management.
- Be an ambassador for the Resilience Knowledge Hub demonstrating its added value within Oxfam at all levels.

## **Learning processes and events coordination**

- Work closely with regional leads and/or country staff and global advisers to develop learning journeys and processes that support sense-making, reflection, knowledge creation and communication.
- Advise regional leads and/or country staff and global advisers on appropriate learning processes to support the creation of knowledge and evidence.
- Deliver and support the delivery of virtual learning process such as webinars, blogging, etc and face to face learning processes and events.
- Work closely with regional leads and/or country staff and global advisers to support the development of case studies, programme development guides, training modules, tools and other communications and learning products.

## **Communications**

- Have oversight of the design, launch and maintenance of the Resilience Knowledge Hub on-line platform.
- Work with other Knowledge Hub coordinators to build links between KH platforms to support mutual integration e.g. of resilience into all Oxfam's programmes and of governance processes and gender equality into resilience programming.
- Curate and communicate via the Resilience Knowledge Hub on-line platform content created by Oxfam and other actors.
- Create and support the creation of content for communication via the Resilience Knowledge Hub.
- With support from affiliates, arrange for the on-line platform to communicate key content in multiple languages e.g. Spanish, French, Chinese.
- Assess Oxfam's ongoing needs to inform the future direction of the Resilience Knowledge Hub and its on-line platform.

## **Convening and networking**

- Stimulate and facilitate the Resilience Knowledge Hub by connecting people to the hub, each other, to learning processes and events and to on-line content and communications.
- Work closely with regional and country leads and global advisers to use the Resilience Knowledge Hub to extend the reach and amplify their advisory support.
- Support the self-organising function of the Resilience Knowledge Hub through coaching and other capacity building where appropriate.
- Collaborate and share content with external platforms working on resilience such as Humanitarian Practice Network, WeAdapt, etc.

## **What are we looking for?**

**Candidates will be required to demonstrate experience and achievements of the following areas:**

- Proven experience in developing and implementing knowledge management strategies and learning processes.
- Proven experience in developing knowledge products such as case studies.
- Experience of using on-line learning and communication tools e.g. Blackboard Collaborate, to facilitate e-learning and communication.

- At least 5 years experience working in development or humanitarian programming.
- Demonstrable understanding of these themes: gender mainstreaming, climate change adaptation, disaster risk reduction, livelihoods and resilience building.
- Proven experience of networking and collaborating across multi-cultural teams.
- **Fluency in English and French or Spanish working knowledge is essential.**
- Commitment to travel approximately 12 weeks per year.
- Result orientated and organisational capacity.
- Communication and influencing skills.
- Good copy-editing and proofreading skills.
- Knowledge of organisational and social learning theories and practice.
- **Experience in the Oxfam confederation will be a plus.**
- Identification with and commitment to the mission and values of Oxfam.

### What can we offer you?

**Contract of employment:** Interim 40h contract (maternity leave coverage. 9 months April-Dec '17)  
**Gross annual salary:** 38.733,76 Euros + family supplement (€473 per annum per child/ maximum 4). (Hay 11)

**Holidays:** 28 working days in the 2017.

**Location:** Post based in Barcelona.

**Incorporation:** 1<sup>st</sup> April 2017

### How to apply

Send your CV and motivation letter to [seleccion@oxfamintermon.org](mailto:seleccion@oxfamintermon.org) before the 23<sup>rd</sup> of March 2017.

Please put the reference that corresponds in the subject box of the email: Ref. 115/16-17