

KNOWLEDGE & LEARNING COORDINATOR

POSITION DESCRIPTION

LOCATION: This position is likely to be fully home-based but may include a small proportion of time based from our office in North Berwick, Scotland.

SALARY: Competitive depending on experience.

STARTING DATE: 20 September 2021

CLOSING DATE FOR VACANCY: 6 August 2021

ABOUT AWS

The Alliance for Water Stewardship (AWS) is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, CSOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises, and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes third party certification.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks, and partnerships. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation, still at a relatively early stage of its maturity. Our highly motivated team is dispersed across several countries. We are now seeking a Knowledge & Learning (K&L) Coordinator to join our team and play an instrumental role in the future growth and positive impact of the AWS Standard System.

ABOUT THE ROLE

As K&L Coordinator you will be responsible for furthering our ambition that the AWS System is rooted in learning and continual improvement, and that AWS is recognized as the global knowledge hub for water stewardship. The K&L Coordinator role falls within the System Integrity

Business Unit and will report to the Chief of System Integrity. The System Integrity Business Unit (currently a team of five) comprises six inter-related areas of focus:

1. Standards & Assurance (including Conformity Assessment Body (CAB) Oversight)
2. Accreditation
3. Knowledge & Learning (including Monitoring & Evaluation)
4. AWS Training Programme
5. Salesforce System Management; and
6. AWS Professional Credentialing Programme.

You will lead on all aspects of AWS M&E System including; Indicator development, data collection, data quality, analysis, learning and internal and external reporting, liaise with researchers and universities, and manage research consultants to conduct impact evaluations.

You will be responsible for maintaining AWS code conformance with ISEAL Impacts Code of Good Practice.

You will coordinate all aspects of knowledge management and sharing knowledge and learning for example, you will coordinate case studies for publication from across the Alliance on AWS Standard implementation and write annual performance monitoring reports.

You will lead on a number of M&E related projects, working closely with partners, members, and the new AWS subsidiary CAB called Water Stewardship Assurance Service (WSAS) Limited currently in development.

WHO YOU ARE AND WHAT YOU'LL DO

You are super interested in understanding impacts of sustainability standards.

- You have a minimum of five years' experience in a role working with an ISEAL Alliance Code Compliant member standard.

You're a M&E data geek

- You have three years' experience working with M&E data relating to standard systems, and a high level of attention to detail in the management of data.
- You have experience in writing and reviewing research reports and data visualisation for diverse audiences (members, partners, general public, AWS board).
- You will ensure that all data collected and held by AWS from M&E and beyond is gathered and processed to the highest standard and will support other team members and Units to achieve the same standard across the organisation.
- You thrive to ensure excellence in data integrity, quality, and accuracy.

You're a collaborator

- You are naturally collaborative and comfortable working across multiple time zones with diverse stakeholders.
- You will recognize the high level of interdependencies across our program of work and promote coordination and mutual support across the team, local networks, members, and partners to grow the AWS System.

You're passionate about global sustainability issues

- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with some knowledge of global water issues.

- You have a desire to see positive social and environmental outcomes from committed enterprises and understand and relate to different cultures and their developmental challenges.
- You will inject this passion into your work and contribute to promoting a culture of learning, sharing and support in AWS.
- When Covid-19 situation improves, some international travel is required.

WHAT YOU'LL NEED TO SUCCEED

- Five years' experience in a Sustainability Standards organisation, preferably within an ISEAL Code compliant member organisation.
- Direct experience in developing and managing a M&E system of a sustainability standard schemes including Theory of Change, M&E indicators (indicator protocols), data collection methods, impact evaluation research options and reporting.
- Experience managing consultants to conduct research and impact evaluation studies.
- Experience in undergoing Independent Evaluations with the ISEAL Alliance Impacts Code.
- Experience in data collection, management, analysis, and visualisation related to M&E, audits, assurance and communications.
- Experience of database systems and software applications ideally: Salesforce, Excel, SharePoint, WordPress, Microsoft Teams, Survey Monkey.
- Degree or equivalent in a relevant discipline (e.g., international development, conservation, hydrology, climatology, limnology, environmental science, agriculture, forestry or similar).
- An understanding of water stewardship and approaches to sustainability and natural resource or environmental management (experience in water management would carry additional weight).
- Ability to communicate and present online effectively with external and internal stakeholders.
- Excellent administrative capabilities with a high level of attention to detail.
- Fluency in written and spoken English.

HOW TO APPLY

If you think you might be right for this job, and this job might be right for you, please send an email marked "VACANCY: "Knowledge & Learning Coordinator" to gail@a4ws.org. Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV with email addresses and telephone numbers of two referees.
- At least two examples of publications or reports which you have authored.
- An indication of when you would be available to take on the role, if selected.

Closing date for applications: Friday 6 August 2021.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

ALLIANCE FOR WATER STEWARDSHIP (SCIO)

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AWS is registered as a Scottish Charitable Incorporated Organisation (SC045894)