Global Witness

JOB DESCRIPTION – Partnership Officer

Job title:	Partnership Officer
Job level:	KFH13
Reports to:	Partnership Lead - Africa
Direct reports:	-
Location:	Nairobi, Kenya

Key responsibilities

Relationship management

- Build and maintain relationships with key current and potential partners, potentially in a specified geographic region or thematic area
- Facilitate relationships between partners and with different colleagues across the organisation
- Act as a principal point of contact for enquiries to the team
- Advise and support colleagues on how to engage partners equitably, sensitively and fairly
- Represent Global Witness externally in a range of forums where current and potential partners are present

Communication with partners

- Responsible for regular team communications with all our partners and the wider organisation, updating them on our work and opportunities
- Facilitate the effective communication with and participation of partners through the sourcing and provision of translation services as required

Support to partners

- Support partners' engagement with Global Witness teams, systems and processes to ensure their experience is sensitive, efficient and equitable
- Coordinate partner participation in climate summits and other international events, including booking flights and arranging ticket issuance, accommodation, transfers and access to materials, in line with agreed budgets and travel procedures
- Support partners with visa applications, invitation and funding letters, accreditation and other entry or event documentation; track deadlines and follow up with partners and relevant providers
- Coordinate security assessments with partners and relevant colleagues throughout the partnership, including for travel, events and public participation; identify risks, agree protective measures with partners, and track follow-up and reassessment as circumstances change
- Ensure adherence to safeguarding best practice in our relationships with partners
- Ensure the support we provide to partners to engage in different activities, such as advocacy, is adequate and meets their needs

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Partnership administration and due diligence

- Coordinate partnership documentation across all regions where Global Witness works, including onboarding records, partnership agreements and subgrant agreements; track approvals, signatures, renewals and reporting deadlines
- Develop and maintain an accurate, up-to-date partner database, working with regional colleagues to record contacts, areas of collaboration, agreements, due diligence status, payments and key deadlines, with appropriate confidentiality and access controls
- Coordinate due diligence for all subgrantees across all regions, collecting and checking required documentation, arranging internal reviews and tracking approvals and renewals; escalate gaps or concerns to the relevant colleagues
- Coordinate invoicing and payment requests for partners across all regions, checking supporting documents and budget codes, securing the required approvals and submitting complete requests to Finance
- Track partner payments through to completion, follow up on delays or queries with Finance and partners, and maintain clear records of invoices, payment status and supporting documentation
- Help partners navigate administrative requirements and work with colleagues to simplify processes while meeting organisational and donor requirements

Fundraising and donor reporting

- Contribute to reports to funders and donors on our policy and advocacy work
- Support fundraising proposals which include impactful advocacy strategies
- Support the team to regularly develop content, messages and stories that articulate and update potential and current donors on the positive impact of our policy and advocacy

Ways of working and collaborating

- Work proactively to support the organisation in meeting its purpose, strategy, and priorities
- Works in line with the Global Witness values of courage, inclusion and belonging, kindness and collaboration in all interactions internally and externally
- Work collaboratively and positively across the team and whole organisation contributing to cross organisation projects, key events, and initiatives
- Responds to challenge, explores new ideas and takes initiative in all aspects of teamwork
- Builds and maintains positive relationships with diverse range of external allies and partners
- Demonstrates an active commitment to creating a diverse and inclusive workplace
- Work within Global Witness policies and procedures at all times, including confidentiality, source protection and security, legal and contractual requirements, and general office procedures.

Other

Carries out any other duties equal to the skills and responsibilities required for this role as directed by the Partnership Lead – Africa.

Person Specification

- Significant lived or working experience within or collaborating closely with partners, communities and organisations in the Global Majority
- Deep knowledge and familiarity with contexts in Global Majority regions that are strategically relevant for Global Witness.
- Experience of developing equitable and sustainable partnerships and strengthening organisational capacity to support them
- Experience in making improvements to systems and processes partners use to make them more efficient and equitable
- Experience working to build and maintain effective global partnerships in a campaigning and/or investigative organisation
- A commitment to continuous learning and accountability and the ability to facilitate knowledge sharing and learning networks
- Experience in building and maintaining positive working relationships with a range of partners
- Experience of drafting, editing and publishing communications for partners, including updates and briefings, and coordinating translations
- Experience of coordinating partnership or grant administration, including documentation, due diligence and invoice or payment processing
- Ability to develop and maintain accurate databases, spreadsheets and records, with attention to detail and appropriate handling of sensitive information
- Experience of organising international travel and event participation, including flight bookings, visas, accreditation and supporting documentation
- Ability to draft clear project proposals and workplans with partners, contribute to budgets and manage competing deadlines across regions and time zones
- Shows self-awareness, with a good understanding of own strengths, areas for growth and impact on others
- Adaptability and flexibility, with the ability to manage change and uncertainty
- Shares our values and is committed to contributing to our diversity, equity and inclusion journey
- Ability to communicate effectively in verbal and written English
- English and French are essential

Year 1 outcomes

- Establish regular communication with partners, based on their needs, and the wider organisation
- Build and/or maintain relationships with partners, establish rapport and effective ways of working
- Identify areas where partner interaction with Global Witness's systems, processes and teams can be made more equitable, sensitive and efficient, and implement practical improvements
- Establish and maintain a shared partner database and reliable processes for tracking documentation, subgrantee due diligence and partner payments across all regions
- Coordinate timely travel and documentation support for partner participation in climate summits and other agreed events, and contribute to projects co-designed with partners