



Job Description & Person Specification

Job title: CHIFA Desk Officer

Accountable to: HIFA/CHIFA Coordinator (Neil Pakenham-Walsh)

Key relationships:

CHIFA Lead Moderator (Tony Waterston)

CHIFA Co-Moderator (Tosin Popoola)

CHIFA Working Group

About CHIFA: CHIFA (Child Healthcare Information For All) is a professional global child health forum with >3400 members in international child health and related disciplines, all working to improve the availability and use of essential healthcare information in low-income countries, and promoting child health rights. About one-third of members are based in Africa, one-third in Europe and North America, and one-third in the rest of the world. CHIFA currently has 17 Supporting Organisations, and 47 Country Representatives from 41 countries. CHIFA is a collaboration of three organisations: International Child Health Group of the RCPCH, International Society for Social Pediatrics and Child Health, and Global Healthcare Information Network. See www.chifa.org for details and to join.

Start date: 8 January 2018 (flexible) **Finish date:** 31 December 2018 (flexible)

Working hours: Part time 4 hours per week paid

Place of work: Mostly home based – with some parts (for example initial orientation and moderation training) at the HIFA office in Charlbury, Oxfordshire, UK – therefore the post holder will ideally be based within 50 miles of the HIFA office.

Job Summary: The CHIFA desk officer will play a central role in a 12-month programme to build the organisational and financial capacity of CHIFA .

1. CHIFA organisational & financial support base is restructured & expanded

The CHIFA Desk Officer will take lead responsibility to:

- Engage existing CHIFA Supporting Organisations (SOs) in promotion of CHIFA
- Identify global child health organisations and invite them to support CHIFA
- Invite new and existing CHIFA SOs to financially contribute – generically or via commissioned forum activity
- Develop and foster collaborative activities between CHIFA and its SOs
- Foster communication between CHIFA SOs through email discussion group
- Identify new income streams and project proposal opportunities
- Increase links between CHIFA and HIFA-French, HIFA-Portuguese, HIFA-Spanish; further expand translations of CHIFA support materials

2. Additional human resource to support diversified CHIFA roles

The CHIFA Desk Officer will take lead responsibility to:

- Support existing CHIFA Country Representatives in promotion of CHIFA
- Foster communication between CHIFA Country Representatives through Country Representative email discussion group
- Use targeted invitations to CHIFA members to recruit new CHIFA Country Representatives

- Periodically gather feedback from CHIFA Country Representatives on effective practices
- Increase underrepresented groups on CHIFA (primary health workers, patient representatives, child representatives)
- Develop CHIFA content on the HIFA Voices database (hifavoices.org)
- Assist with the collection and analysis of CHIFA member survey data for purposes of evaluating the forum's activities

3. A suite of training & promotional tools to add capacity & support delegation

The CHIFA Desk Officer will take lead responsibility to:

- Prepare support materials for CHIFA promotion (e.g. leaflets, Powerpoints, training documents)

4. Moderation

The CHIFA Desk Officer will:

- Receive training in the skills of Reader-Focused Moderation
- When ready to do so, will implement and refine their moderation skills as a CHIFA Assistant Moderator for the CHIFA forum
- Update the Moderation Training Guide based on their experiences and feedback from others

5. Admin

The CHIFA Desk Officer will play a supportive role in:

- Preparing 1-year report for ICHG
- Monitoring - 2-monthly CHIFA meetings
- Monitoring - quarterly HIFA meetings
- Monitoring – 6-month internal review
- Planning for post-project period
- Preparation of end-of-project report

The post holder will collaborate with CHIFA colleagues (in particular those listed above), the HIFA Desk Officers, the HIFA Country Representative Coordinator, and external consultants to find practical solutions to implement the planned actions and any other actions that may arise. The post holder will work within a supportive environment and contribute to a wider team. In addition, the post holder will represent CHIFA at forums, networks and meetings as required

This job description is not comprehensive. CHIFA may require the post holder to undertake other tasks necessary and for which the post-holder is assessed as competent to undertake.

Person Specification: experience and skills

- A Degree or relevant experience in an appropriate field (eg child health, global health, public health, international studies, economics, other social sciences, medicine, engineering, business, etc.)
- Exposure and understanding of health and development related issues in global child health
- Demonstrable interest in child health, global health and/or public health
- Experience in data entry and management (Word, Excel, PPT)
- Excellent spoken and written English
- Excellent interpersonal and communication skills and ability to work in a team

Please apply by Friday 1st December to the HIFA Coordinator, Dr Neil Pakenham-Walsh with a brief cover letter and CV, by email to: neil@hifa.org