**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **Background**

**Position:** Bridge Alumni Responsible

**Description of the Organization:** The International Disability Alliance (IDA) is an alliance of eight global and six regional organisations of persons with disabilities. We advocate at the UN for a more inclusive global environment for persons with disabilities and their organisations. The Convention on the Rights of Persons with Disabilities (CRPD) is our touchstone. We are invested in ensuring that the 2030 Agenda and the Sustainable Development Goals are inclusive and in line with CRPD. We support organisations of persons with disabilities worldwide to take part in UN and international human rights processes and use international accountability mechanisms. With member organisations globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group.

**Background:** Bridge CRPD-SDGs Training Initiative is an intensive training programme that aims to support DPO and disability rights advocates to develop an inclusive (all persons with disabilities) and comprehensive (all human rights) CRPD perspective on development, including the Agenda 2030 and its Sustainable Development Goals (SDGs), to reinforce their advocacy for inclusion and realisation of rights of persons with disabilities.

The Bridge CRPD-SDGs Training Initiative has been developed jointly by the International Disability Alliance (IDA) and the International Disability and Development Consortium (IDDC) and is supported by IDA and its members, IDDC members, agencies of international cooperation, and, to specific cycles, with the support from the Disability Rights Advocacy Fund (DRAF), the Ford Foundation and the Bridging the Gap Project.

The Initiative was devised to respond to the increased demand for training on the implementation of the CRPD and inclusive development, and how this links to achieving Agenda 2030 and the SDGs. It is a coordinated training investment, drawing from the resources and experiences of the IDA and IDDC networks and their members.

**Location:** where the candidate is based, preferably the Global South

**Gross Monthly Salary:** Subject to location and experience

**Length of position:**  One year with possibility for extension

**Position Start Date:** May, 2020

**B. Job advert**

**Mission**

The Bridge CRPD-SDGs Training Initiative was piloted from 2015 to 2017 and is now in the consolidation phase, with a demand from the IDA and IDDC members to hold trainings in various countries and regions. In 2019 alone 3 regional and 1 national cycle took place, 1 training of trainers (ToT) and the pilot Bridge Module 3 on Article 11. In total the training reached 374 people with 149 being participants. From those 49% were women with disabilities and 42% were from underrepresented groups – as well as 38 facilitators with disabilities, all from 51 countries.

There is now a critical mass of over 500 Bridge alumni who wish to take their work forward and need support in accessing opportunities, resources and learning from each other. It is crucial to nurture this pool of vibrant DPO advocates involved in the movement, which would benefit IDA and IDDC members and the entire disability community. This includes the growing momentum towards disability inclusive development programmes, particularly following the Global Disability Summit. This interest spans across governments, donors and development actors who have so far not (or not often) directly engaged with the disability movement, which are now making demands for technical assistance. Bridge Alumni have a strong role to play in these changing times in fulfilling the aims of the training initiative to bridge between the rights-based approach to disability and development.

Mandated by the Bridge CRPD-SDGs Steering Committee, the Bridge CRPD-SDGs Alumni Responsible main’s mission is to support the critical mass of the vibrant DPO advocates trained through the Bridge CRPD-SDGs Initiative and facilitate their involvement in developments and progress of disability rights movement, with the aim of benefiting IDA and IDDC members and the entire disability community.

**Hosting and management of the Bridge Alumni Responsible**

In line with the objectives of Bridge CRPD-SDGs Initiative as a critical investment for capacity development of DPOs, and recognising the unique nature of IDA as a global network of DPOs, which offers facilitated access to DPO networks and synergies with activities mobilising its members (or members’ members), the Alumni Responsible position will be hosted at the IDA Secretariat; however, the location of the candidate is to be in their home country.

The Alumni Responsible position is a full-time position at the IDA Secretariat, working as part of a collaborative team under the guidance and management of the CRPD-SDGs Coordinator and accountable to the Bridge CRPD-SDGs Steering Committee.

**C. JOB DESCRIPTION**

**Responsibilities**

1. **Strengthen the network of Bridge Alumni at global, regional and national levels**

* Identify and strengthen contacts with all alumni of the Bridge CRPD-SDGs Training Initiative (post 2015) and support the Bridge Coordinator in developing an inclusive community of practice platform to ensure their inclusion in follow up opportunities – initially through relevant mailing lists, WhatsApp and databases,
* Support linkage of the Bridge alumni with IDA and IDDC members, when relevant, with the support of the IDA Programme Committee and the IDDC DPO Task Team,
* Identify areas of interest and expertise among interested alumni (ToT process, Bridge facilitation, CRPD and SDGs related training and processes, public policy aspects, etc), and support the development of personal trajectories and means of creating mentoring support including peer exchange and learning,
* Develop training materials / sign post relevant resources and support coaching and mentoring of Bridge alumni and their assignments,
* Deliver Bridge and ToT modules as facilitator/co-trainer/lead trainer, including mentoring of Bridge alumni who are developing as Bridge co-trainers, when required,
* Promote opportunities of face-to-face meetings among Bridge alumni, depending on available resources.

1. **Supporting the post training trajectories of Bridge CRPD-SDGs Alumni**

* Identify and support linkage with IDA and IDDC members on potential advocacy / influencing opportunities for Bridge alumni, such as national VNRs, treaty body reporting, UN DIS strategy,
* Facilitate the identification of complementary training opportunities for Bridge CRPD-SDGs alumni engaging with IDA and IDDC member organizations at global, regional and or national levels,
* Facilitate the identification of complementary training opportunities or ‘learning by doing’ opportunities for Bridge CRPD-SDGs alumni and resources, including through exposure visits, participation in sessions of treaty bodies, the Universal Periodic Review and other Human Rights Council subsidiary mechanisms, as well as the High-level Political Forum (HLPF),
* Provide mentoring support to Bridge CRPD-SDGs Fellow(s) in close collaboration with concerned partners/ hosting organisations, including identifying peer exchange and support for alumni to share experience and learning.

1. **Support with timely documentation, reporting and communication**

* Support the development of quality learning materials to communicate about the Bridge CRPD-SDGs Training Initiative or any other training material made or supported by the Bridge team,
* Ensure timely monitoring and reporting on the Bridge CRPD-SDGs Initiative, including the trajectory of alumni, with data disaggregation by region, sex, age and disability,
* Support regular updates to Bridge CRPD-SDGs partners, in close collaboration with IDA communication officer and IDDC Coordinator,
* Support the coordination of Bridge CRPD-SDGs outcomes’ periodic evaluations and ensure that recommendations feed the review of Bridge CRPD-SDGs strategy,
* Oversee the certification process of Bridge CRPD-SDGs alumni.

1. EMPLOYMENT SPECIFICATIONS

* Degree in human rights, law, international development, disability studies, development studies or a subject directly relevant to the position
* At least 5 years of relevant work experience within the human rights field, including the disability rights movement, with 2 years of experience with the UN human rights system at national or global levels
* Sound knowledge of human rights reporting process before the UN system, and excellent knowledge of the UN Convention on the Rights of Persons with Disabilities
* Good knowledge of development agenda and dynamics and experience in working with multiple stakeholders
* Excellent English communication skills (oral and written) and mastering a second official UN language
* Good sense of diplomacy and ability to solve problems using initiative and to manage complex and multi-stakeholder partnerships
* Ability to work collaboratively, to multi-task under pressure during the intense training period, as well as to respect multiple deadlines
* Excellent interpersonal communication skills
* Flexibility and capacity to work with limited supervision and proactive attitude towards scoping work
* Knowledge of communication and information accessibility requirements under articles 9 and 21 of the CRPD
* Ability to work within a multi-cultural team in decentralized locations
* Demonstrated experience working with underrepresented groups of persons with disabilities

**Desirable requirements:**

* Work and/or life experience in Global South countries, particularly working actively with disability movement
* Competent in inclusive facilitation with evidence of working successfully in cross impairment work environment, particularly with under-represented groups
* Bridge programme alumni
* Written and oral communication skills in either one (or more) of the following languages: French, Spanish, Portuguese, Arabic and/or Swahili

**Other considerations:**

* Daily access to high speed internet and a personal computer (laptop)
* Willingness and ability to work occasionally at non-standard hours, in different time zones
* Enthusiasm to remain available on instant communication platforms such as WhatsApp to facilitate alumni participation
* Willingness to undertake at least 4 overseas travels (of 2 weeks’ duration each), during the year
* Keenness to use free online translators to communicate with all Bridge Alumni in their native language
* Persons with disabilities are highly encouraged to apply, particularly from underrepresented groups. Reasonable accommodation will be considered.

**Application Form**

* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Once completed, please return this form via email to [bridge\_platform@ida-secretariat.org](mailto:bridge_platform@ida-secretariat.org) indicating in the subject line: **“Job Application: Bridge Alumni Responsible”**.
* In addition to this **completed form**, **please attach an independent essay to your application.** The essay should be written in English by yourself, should be around 5 pages in length and the topic should be related to the position you are applying to. Essays written in the past are also accepted. **We kindly ask candidates not to attach a separate CV or motivation letter to the application.**
* After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Closing date for receipt of applications: 19 April 2020.
* Only completed application forms will be accepted. Any applications received after the closing date will not be considered. Only shortlisted applicants will be informed about the next steps of selection process.

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

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| **Name and address  of school** | **From/to** | **Qualifications obtained  (level and grade)** |
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**Further/higher education**

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| --- | --- | --- | --- |
| **Name and address  of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
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**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

**4. Membership of technical or professional bodies**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

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| **Employer's name and  address (please start with current/most recent)** | **From/to (month/year)** | **Position held including  brief description of your duties** |
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* 1. **Language skills, including sign language**

**6.1 Reading skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.2. Writing skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.3. Verbal skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

**Please indicate your computer knowledge stating all the software programmes you are confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

**9. Supplementary information**

**What is your preferred reading medium? Please underline**:

Ordinary print/digital format

**10. If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**C.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**