

OAK

FOUNDATION

Oak Foundation - United States: Programme Officer, Campaigns, Prevent Child Abuse

Closing Date: 8 Mar 2019

Starting Date: As soon as possible

Reference: OAK-POCPCA-CH

Contract Type Permanent

About Oak Foundation

Oak Foundation commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa and North America, Oak Foundation has an annual grant-making budget of over USD 250 million and issues grants to organisations located in 41 countries worldwide.

The Prevent Child Sexual Abuse Programme is working to end child sexual abuse and exploitation online and offline. The Oak Foundation promotes innovative solutions to prevent abuse, as well as getting behind the advocates and activists working to end impunity and holding governments and global institutions accountable. For more than 20 years this programme has supported organisations that share this commitment with multi-year project and core support grants.

About the Role

The Oak Foundation is looking for a dynamic Programme Officer who will also spearhead a new grant-making campaigns strategy to stop online abuse. This will include holding technology companies accountable; increasing investments in technological solutions; building new pressure groups. The person will also work closely with the Director and the team to strengthen our campaigning work across the grant portfolio.

Purpose of the Role

The person will lead and support sub-programme teams in Solutions and Advancing Action, as well as Accountability and Ending Impunity. You will be implementing the strategy defined by these teams, including the way the sporting industry looks at competitive child athletes; holding major financial institutions and large-scale sporting organisations responsible for their commitments to children; and making the issue of child sexual abuse a political priority.

You will be responsible for leading the development and implementation of a cutting edge grant-making strategy to hold tech companies accountable and drive action to prevent online child sexual abuse. You will also oversee the development and implementation of a grant-making strategy to shift the way sporting industries and communities treat elite child athletes.

Duties and Responsibilities

Grant management:

- Responsible for management of a grant portfolio, from point of initial inquiry to assessment. Make final recommendations to the President/Trustee/Board; including conducting due diligence on grants/grantees. Researching information, context, structure and objectives of grants
- Monitor and evaluate grants, including site visits
- Map the field for potential partnerships, as non-traditional partners sitting outside of the child protection community
- Regularly consult grantees on strategy implementation, including tracking and assessing collective impact
- Travel up to 25 per cent of the time during the year.

Campaigns for PCA:

- Strategy development: spearhead the development of a cutting-edge grantmaking strategy to tackle online child sexual abuse and exploitation, holding companies accountable while increasing public resources and commitment to drive sustainable solutions.
- Implementing the campaigning strategy:
 - Prepare and present grant-related work to the Board
 - Organise field visits for the Trustee, President, and Director; including briefing notes and logistics
 - Organise sessions and learning events for the team and partners
 - Support programme communications
 - Advise the Director on key opportunities to advance Oak's mission
 - Cross-foundation work, including joint collaborations and working groups.
- Technical Expertise:
 - Provide advice and recommendations to the Director and Trustee on strategic opportunities and future areas of investment to advance the programme's mission

- Provide technical support to fellow Programme Officers to develop effective campaigns and advocacy work within their respective domains.

Skills and Experience

- Relevant professional experience in campaigning
- Proven track record in designing and overseeing effective communications, campaigns, social movements, and advocacy work
- Solid experience in planning and strategy development at an international level
- Excellent research and analytical skills
- Understanding of non-profit/governmental budgeting and financial management
- Excellent networking, negotiation, and communication skills
- Fluency in spoken and written English. Knowledge of another language is an asset
- Strong team player and ability to work independently
- Deep listener, forward thinking and committed learner
- Comfortable working in a multicultural environment
- Experience in the prevention of child sexual abuse and child protection and philanthropy is a plus
- Demonstrated commitment to the values of the Oak Foundation
- Grant-making experience is desirable.

In addition, you have:

- Excellent written and spoken English (French and other foreign languages would be a plus).
- Tact, maturity and a good sense of humour.
- A commitment to the values of the Oak Foundation.
- The right to live and work in either Switzerland or in the USA.