JOB DESCRIPTION
Network Coordinator

<table>
<thead>
<tr>
<th>Role</th>
<th>Network Coordinator (NC)</th>
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<tbody>
<tr>
<td>Responsible for</td>
<td>The NC is the head of the WADEMOS Project Management Unit (PMU). S/he is responsible for leading WADEMOS, including implementing its overall strategy; administration and management of projects/programs; communications; capacity building; resource mobilization, public relations, and advocacy; and financial and business operations. This is a full-time position, hired by and directly accountable to the WADEMOS Steering Committee through the Executive Director (Network Director) of CDD-Ghana.</td>
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<tr>
<td>Location</td>
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<td>Reports to</td>
<td>Network Director (on behalf of the WADEMOS Steering Committee)</td>
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<tr>
<td>Direct Report</td>
<td>Project Coordinators, Communication &amp; Digital Platforms Officer, M&amp;E Officer, Grants Manager, Diversity and Inclusion Officer, Research Assistant, Project Assistant</td>
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<tr>
<td>Working Relationship</td>
<td>Members of the Advisory Council, Steering Committee, Heads of Network Partner Organizations, donors, regional and multilateral organizations</td>
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Organizational Overview

West Africa Democracy Solidarity Network “WADEMOS”

WADEMOS is one of the regional projects of the Ghana Center for Democratic Development (CDD-Ghana), a civil society organization dedicated to promoting and strengthening democracy, good governance, and inclusive development, through research, analysis, education, and advocacy. Conceived as a transnational democracy solidarity network, WADEMOS aims to mobilize, coordinate, and leverage the collective power of civil society and other pro-democracy actors, resources, and opportunities within the West African region to advance, defend, and reinvigorate democracy and promote democratic norms and reforms in the sub-region, including through engagement with regional institutions and instruments. WADEMOS seeks, among other things, to build and sustain solidarity within civil society, media, and social movements, including women and youth-led activists and organizations, to respond effectively to the urgent problem of democratic backsliding in the ECOWAS region. The Project Management Unit (PMU) or secretariat of WADEMOS is located at CDD-Ghana’s office in Accra, Ghana.
Role Overview
The NC works in partnership with the Steering Committee and Advisory Council to provide leadership, vision, and direction for WADEMOS. S/he will work with staff and the wider network to, implement strategies and policies approved by the Steering Committee, manage WADEMOS operations, and represent WADEMOS externally to a wide range of stakeholders including funders, partners, professional advisors, opinion formers, influencers, politicians, and the media.

The NC will inspire and lead a team that engages staff, members of the WADEMOS network, partners and other stakeholders to mobilize, coordinate, and leverage the collective power of pro-democracy actors, resources, and opportunities within the region, including engagements with regional bodies and instruments, to push back democratic erosion and advance, defend, and reinvigorate democratic norms and reforms in the West Africa Sub region.

To achieve this end, s/he must lead resource mobilization to ensure future sustainability, working closely with existing supporters and developing new partners and income streams.

The NC will be the public face of WADEMOS and key spokesperson. S/he will deploy high level diplomatic and ambassadorial skills to promote WADEMOS work and aims. S/he will identify the internal and external politics that impact WADEMOS work, understand organizational and political reality, and act accordingly.

The NC will exemplify the highest level of personal and professional integrity and support regulatory frameworks and the required standards of governance and accountability, ensuring trust and confidence in the conduct of the network. S/he will have the stature to command the respect of WADEMOS Steering Committee, staff, network, supporters, collaborators, and other stakeholders, including African and other governments internationally, and other national and international organizations.

Essential duties

A. Strategic Leadership

- Provide visible, inspiring, and effective leadership through a period of structural and cultural change, generating enthusiasm, understanding and commitment, with the intellectual dynamism to keep WADEMOS projects and programs on the cutting-edge of policy-relevant governance and development issues
- Build positive and productive relationships with the Steering Committee and Advisory Council, to deliver strategic leadership and to leverage influence and resources to achieve the WADEMOS mission
- Build and lead an effective, high performing team that delivers on plans and strategies, manages risk, and generates opportunities for the future
- Manage staff in a multi-site environment
• Work with the Steering Committee to define and review WADEMOS vision and mission; set the strategic plan, financial and supporting strategies and the reporting mechanisms to review outcomes
• Work with the Network Director and key members of the network to develop strategy and implement the business plan
• Maintain close relationships with key influencers and decision-makers, including ECOWAS, AU, national level politicians, civil servants, specialist bodies, third sector organizations, funders, and stakeholders across the West Africa Sub-region.
• Facilitate change and transformation; drive a high-performing and innovative culture to maximize opportunities and ensure that WADEMOS, operations are efficient and effective
• Act as a champion for equality, democracy, diversity and inclusion across the WADEMOS network

B. Governance and Risk Management

• With support from the Steering Committee and Network Director, maintain an appropriate and proportionate governance framework, allowing WADEMOS to operate efficiently and with exemplary probity, fulfilling all network, project/program and financial reporting responsibilities/obligations
• Ensure WADEMOS has policies, systems and processes in place that are fit for purpose and support WADEMOS efficiency and effectiveness
• Regularly review major risks to the project and implementation of the WADEMOS framework and strategy, and ensure that systems are in place to manage and mitigate them
• Actively encourage a learning and innovation culture to identify opportunities and put in place a system to drive action

C. Financial Management and Resource Mobilization

• Lead the staff in developing a realistic activity budgets, and making financial decisions consistent with the budget as approved by the Board; set and deliver business goals and priorities within the constraints of the non-profit environment
• Deliver operational plans, budgets and systems for financial accountability and effective resource management, ensuring adequate cash flow to cover operational needs
• Provide quarterly financial reports to the Network Director to be presented to the Steering Committee that compare performance to budget and to the previous year or agreed benchmark
• Develop income generation strategies and deliver on these to support sustainable growth, reach and impact
• Take responsibility for the financial health and robust planning of WADEMOS, ensuring Key Performance Indicators are in place, balancing any expansion with income generation
• Conduct multiyear financial analysis, analyzing trends, and ensuring financial stability and sustainability, including the development of adequate operating reserves
• Lead the development of funding proposals and initiates for the WADEMOS Network
• Enable strategies for maintaining, developing, and diversifying income, positioning WADEMOS to raise funds for work while preserving its independence
• Ensure coordination of seamless activity across the network, especially among partners, DemoCratives
• Work with the Steering Committee and Advisory Council to identify, cultivate and steward old and new funders
• Commit significant time personally to the cultivation and stewardship of major funders

D. Advocacy

• Enhance WADEMOS position as a leading voice in policy processes in the West Africa Sub-region
• Develop policy proposals for Steering Committee discussion and decision
• Act as an ambassador/spokesperson for WADEMOS at functions, conferences, meetings, and events and in the media; represent WADEMOS in relevant policy-making circles in the region and internationally
• Ensure WADEMOS and the WADEMOS brand is presented in a consistent and professional manner to audiences, to meet goals, build reputation and foster effective partnerships
• Build productive and positive relationships with funders, partners, stakeholders, policymakers, media, and professional bodies, building bridges and leveraging collaboration to benefit WADEMOS
• Maintain a leading role within West African democratic governance and inclusive social and economic development communities, building bridges and leveraging collaboration
• Have and be able to further develop strong networks across diverse stakeholder communities

E. Human Resources Management

• Develop a staffing structure that supports the efficient delivery of program, accomplishment of major goals identified in the strategic plan, and effective overall management
• Build and manage the workforce, ensuring that employees are appropriately recruited, selected, appraised, and rewarded, and that performance problems are addressed
• Implement personnel policies approved by the Steering Committee; regularly review and update as necessary
• Foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve WADEMOS vision and mission
• Develop the ability of individuals to perform and contribute to the mission of WADEMOS by providing ongoing feedback and opportunities to learn through formal and informal methods
• Lead by example in fostering the desired workplace culture that promotes WADEMOS values
F. Administration

- Oversee the development, implementation, and evaluation of activities
- Secure resources (human, material, and financial) to support a sustainable organization
- Ensure appropriate measurement, evaluation, and reporting on progress and impact of WADEMOS West Africa, and the changing needs of policy makers, to keep pace, anticipate change and identify new opportunities
- Keep up to date on technological developments, making effective use of technology to achieve results and ensuring access to and security of technology systems.

Qualifications and requirements

Personal Qualities
The successful candidate will be a dynamic and communicative leader, capable of winning trust and respect, and will be able to demonstrate the following:

- Personal and professional integrity and commitment to mission expected of WADEMOS leader
- Alignment to WADEMOS core values including equality, diversity and inclusion
- Enthusiasm for self-development and learning, able to keep pace with changes in relevant subject areas as well as digital technologies
- Ability and willingness to have a high profile, enhancing the role that WADEMOS plays nationally, regionally, and internationally
- Energy, stamina, and resilience for the role; willingness to travel off-site across the region and internationally and able to cope with the demands of conflicting priorities
- Intellectual capacity, independence of mind and breadth of understanding to grasp complex issues and exercise strategic judgment; able to assimilate complex information, analyze and act

Essential Experience, Knowledge & Skills
1. Knowledge of the West Africa Sub Region, ECOWAS and AU Protocols
2. Knowledge and understanding of WADEMOS work, the West Africa policy environment, and key players
3. Senior leadership experience delivering results in a complex and changing organization, with a track record of successful:
   a. Strategy development, including change management
   b. Fundraising and income generation from diverse sources and management of funder relationships
   c. Financial management and planning, using resources effectively and to budget
   d. Team building, creating a high performing and confident team of passionate, experienced, and independent individuals with appropriate skills
4. Productive working with a Board and an approach to governance that encourages an open, transparent, and collaborative culture
5. Excellent reputation (in an area relevant to WADEMOS) among senior peers and a substantial international network that includes key funders
6. Outstanding communication (written and verbal), interpersonal and negotiation skills with the proven ability to persuade and influence; ability to engage effectively with key internal and external stakeholders
7. Advanced degree in relevant field
8. Fluent written and spoken English and French

*Terms of Reference may be amended from time to time in line with network changes.*