

Job Description of NLC FACILITATOR

Proposed job description for *NLC facilitator*

Job title: National Land Coalition facilitator

Key responsibilities and tasks

- a. Facilitating participatory design and implementation of NLCs strategy and action plan, ensuring involvement and participation of concerned stakeholders, and coordination with ILC One Team
- b. Support to establishing and continued governance enhancement of the Secretariat as per the ILC good governance health-check
- c. Coordinating the institutional life of the NLC including through the organisation of and reporting on secretariat and other NLC-related meetings
- d. Ensuring proper communication flow and information sharing within the secretariat and the ILC One Team.
- e. Facilitate linkages between the NLC and global and regional ILC supported initiatives, involving concerned NLC members and partners
- f. Acting as ILC focal point in relation to all NLC related activities, ensuring responsiveness and accountability for it
- g. Increasing the visibility of NLC and related initiatives at national and regional level through a proper communications strategy, developed in coordination with and with the support of the Regional Coordination Unit
- h. Facilitate establishment of new strategic alliances with potential partners from civil society, intergovernmental organisations, government and public institutions and international financial partners;
- i. Ensuring proper linkages with other national processes and initiatives on land so to avoid overlaps and foster synergies;
- j. Ensuring follow up with NLC members for timely implementation and reporting of NLC results contributed by each organisation
- k. Reporting on NLC activities to NLC Steering Committee, host organisation, overall members and ILC
- l. Developing a sustainable financial model, promoting, supporting and coordinating fundraising efforts by NLC, including liaising with potential donors (among which ILC Strategic Partners) and drafting of proposals
- m. Supporting knowledge documentation and sharing within the NLC and at regional and global level, contributing to advancing the understanding of MSPs role in land governance
- n. Monitor the uptake of ILC network-wide pledges including Gender Justice principles and practices within the NLC

SKILLS

- Strong ability to manage, facilitate, and engage in discussions with multiple stakeholders in a formal setting, seeking to encourage participation in an open and collegial environment
- Works collaboratively and responsively, sharing information openly and displaying cultural awareness and sensitivity
- Excellent problem-solving and recommendation for conflict prevention and resolution
- Strong ability in managing confidential and politically sensitive issues
- Strong communication skills and proven ability to collaborate between different actors and high level of internal and external relationship management
- Demonstrates openness to change and ability to manage complexities
- Ability to coordinate processes managed by others and to influence compliance with due processes and deadlines

EXPECTED DELIVERABLES

- NLC strategy, Action plan and multi actor budget
- Effective NLC facilitation
- Yearly report to ILC, contributed and cleared by NLC members
- Regular meetings of NLC Steering Committee and overall members
- Continuous coordination with the ILC One Team for engaging with different ILC opportunities (advocacy, trainings, research/data, partnerships, communication and visibility, resource mobilization, etc.), as part of ILC global network
- Resource mobilisation proposals contributed / led
- Continuous sharing of updates and opportunities within NLCs membership (Internal communication) as well as ILC OT
- Yearly reports to NLC steering committee and wider membership
- Representation of the NLC in the essential advocacy events, such as UPR, SDGs, etc.

Hosting, Reporting and supervision

The NLC facilitator is hired by the NLC Steering body and hosted by the secretariat of the NLC, yet supervised and accountable to the NLC steering body.

The relation between the facilitator, the host, the steering committee and the whole NLC secretariat is based on trust and mutual accountability. In order to foster them, it is recommended that NLCs undertake **yearly performance reviews** of their respective secretariats, using them as an occasion for dialogue and exchange, to strengthen their cohesion and reflect on their work.

Performance review

As part of the support provided, the ILC One Team will coordinate with and assist the facilitator in reviewing the performance of the NLC, taking into account role and accountability of: facilitator, NLC Host and NLC members. The suggested performance review will include the following steps :

1. **Feedbacks from NLCs' secretariats' members' on facilitator's and Host performance:** NLC members should review facilitator and Host performance, providing suggestions for improvement where needed. The review should be led by the Steering Committee. It can be anonymous or take place through an open discussion amongst members. ILC will also provide feedback on key elements of facilitator and host performance. Once completed, the results should be shared with facilitator and Host along with a set of key recommendations. ILC One Team provides a suggested feedback format and criteria (Annex 1), to be adapted by each secretariat.
2. **One to one discussion with facilitator on NLC members responsiveness and accountability:** Facilitators should provide the SC feedback on responsiveness and accountability of NLC members, highlighting good practices and challenges and providing recommendations for improvement. ILC One Team may be involved in the discussion if deemed appropriate by the NLC.
3. **Organise a reflection session with NLCs members to hear the facilitator's report on NLCs results, including members role and accountability:** The reflection session will be organised (ideally in June) by the facilitator to present and refine the report of NLCs results. During the session, NLC members will have the possibility to comment and reflect together on the work done. The session will also include key reflections on the role and accountability of the host, facilitator and members and it will be attended also by ILC One Team.
4. **Provision of set of recommendations, to be reviewed the following year:** Key recommendation provided during the various steps (1,2 and 3) will be compiled and reviewed.