

## **Senior Culture Officer in charge of LEARNING AND ADVOCACY in THE CULTURE COMMITTEE OF UCLG (Ref. CC)**

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### **About United Cities and Local Governments**

#### ***The united voice and world advocate of democratic local self-government***

Founded in May 2004, United Cities and Local Governments (UCLG) is the united voice and world advocate of democratic local self-government. Based in Barcelona, UCLG is a global network of cities and local, metropolitan and regional governments, and the largest organization of local governments in the world.

UCLG represents over half of the world's population with a membership that includes more than 240,000 local governments of all sizes and 175 national associations of local governments in over 140 UN Member States across seven world regions: Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America.

#### **UCLG's stated mission is:**

To be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests through cooperation between local governments, and within the wider international community.

#### **UCLG's work programme aims to:**

- Increase the role and influence of United Cities and Local Governments in global governance;
- Become the main source of support for democratic, effective, innovative local government, as the level closest to the citizen;
- Ensure an effective and democratic global organization.

These working axes enable UCLG and the local governments it represents to play a key role in the achievement of the United Nations development agendas and Sustainable Development Goals.

*Additional information may be found at [www.uclg.org](http://www.uclg.org)*

### **About the Culture Committee of UCLG**

The Committee on culture of UCLG gathers together cities, associations and networks that foster the relation between local cultural policies and sustainable development. The Agenda 21 for culture is the first worldwide document establishing an undertaking by cities and local governments for cultural development.

The mission of the Committee is "To promote culture as the fourth pillar of sustainable development through the international dissemination and the local implementation of Agenda 21 for culture".

The Committee has been instrumental in putting Culture at the heart of UCLG policy, promoting the implementation of Culture initiatives at the local level and placing culture at the heart of key international processes

With over 100 active members in all continents, the **Committee** has become the leading global platform on culture and sustainable development for local and regional governments and has situated UCLG as the leading network in this area.

The Committee facilitates the organization of the biennial [International Award "UCLG – Mexico City – Culture 21"](#), [coordinates the most complete database of good practices](#) on "culture in sustainable cities", and organises, also every two years, the UCLG [Global Summit on Culture](#). It runs programmes to support the elaboration and implementation of cultural policies (10 [Leading Cities](#), 24 [Pilot Cities](#) and 3 [Culture 21 Lab](#)) and it takes part in international [advocacy campaigns](#), advocating alongside others for culture in the UN Agenda 2030 and the Sustainable Development Goals

*Additional information may be found at [www.agenda21culture.net](http://www.agenda21culture.net)*

## **JOB DESCRIPTION**

**Under the supervision of the UCLG Culture Committee Coordinator the CANDIDATE will have the following main responsibilities:**

1. Coordinating the programs of Learning and Capacity Building activities of the Committee. The Learning and Capacity Building activities are the programs of Leading Cities, Pilot Cities, Culture 21 LAB and the Seven Keys.
2. Coordinating the Committee's lobby and advocacy strategy. This task is implemented in coordination with the UCLG World Secretariat and in close contact with the UCLG sections. Liaise and network with UCLG partners, including members of the #culture2030goal campaign, UNESCO and the European Institutions.
3. Contributing to the design and content coordination of the biennial UCLG Culture Summit and other relevant policy-related events.
4. Drafting, co-ordinating, consulting with members and editing policy content produced by the Committee (position papers, policy briefings, manifestos, surveys, producing policy news items, campaign and other Learning, Capacity-Building or Advocacy material, etc).
5. Contributing to the Committee on Culture's bi-monthly newsletter. Provide policy content for website and other communication outlets, and contribute to the management of the A21c twitter account concerning policy.
6. Representing the Committee on policy topics in events, conferences, working groups, and active participation in other relevant working groups and alliances.
7. Supporting the members of the Committee in policy related topics.
8. In addition, the candidate will undertake other admin tasks including the participation in the selection of policy interns, logistic arrangements of missions, etc.

# CANDIDATE SPECIFICATION

## EDUCATION

- University degree that we deem as relevant.
- Master's degree or PhD in the relevant area would be a plus.

## ESSENTIAL MINIMUM REQUIREMENTS

### Experience

1. At least 4 years work experience including 2 years in position involving policy and advocacy tasks.
2. Proven record of proposals, reports or articles writing, text editing skills.
3. Demonstrated knowledge in the global debate on the place of culture in sustainable development.

### Skills and understanding

1. Excellent communication and representation skills;
2. Show autonomy in the delivery of the foreseen activities under the framework of the project;
3. Good drafting skills;
4. Oral fluency and demonstrated drafting ability in English is required. French and Spanish would be highly appreciated;
5. Good team player, including in an international and intercultural environment;
6. Flexibility to adapt to a moving environment;
7. Ability to work to tight deadlines and support partners in the delivery of their activities;
8. Strong networking, interpersonal and communication skills including social media;
9. A good understanding of the main role of regional and local governments in national and international policies and development cooperation (particularly city-to-city, association-to-association);
10. Excellent analytical and communication skills (oral and written), including the ability to synthesize complex material, making it intelligible to non-experts;
11. Awareness of the constraints and importance of good management of public funding.
12. Ability to relate well to a diverse range of cultures, and to work effectively as part of an international team.
13. Ability to adapt to different working-cultures. Committed to equal opportunities.

## COMPENSATION AND BENEFITS

- This is a full time position with 3 months' probationary period.
- Remuneration according to qualifications and experience.
- Private health insurance.
- Daily food allowance.
- Accident insurance.
- 23 days of annual leave.
- Place of work: Barcelona (Spain).
- The position requires frequent international travels which might imply periodic weekend work.

## PROCEDURE AND SUBMISSION OF CANDIDACIES

Those candidates meeting the above mentioned requisites can apply for the position by sending a CV and cover letter to [hhrr@uclg.org](mailto:hhrr@uclg.org). **Deadline for submission 15 January 2020.**

The e-mail must include the following:

- The reference **CC** in the subject of the e-mail;
- An attached cover letter (1 page) including expected salary (those candidacies missing this item will not be considered);
- An attached personal CV (5 pages).

Only those candidates fulfilling the aforementioned requisites will be considered. We strongly recommend those candidates that do not comply with the requirements outlined and interested in future opportunities to refrain from sending candidacies on this occasion.

Applicants must ensure that they are in possession of a work permit for the European Union.

**Starting date:** As soon as the candidate is available.

A personalized response is guaranteed only to those candidates shortlisted for interviews.

Absolute confidentiality is guaranteed throughout the selection process. In accordance with Organic Law 15/1999 on Personal Data Protection, we inform you that your data will be collected, included and processed in the Human Resources file of United Cities and Local Governments. Disclosure of personal data to third parties will require your informed consent.

You can exercise the rights of opposition, access, rectification and cancellation of this data by writing to the following address:

United Cities and Local Governments  
Carrer Avinyó, 15  
E-08002 Barcelona

<https://www.uclg.org/>  
[www.agenda21culture.net](http://www.agenda21culture.net)