

POSITION DESCRIPTION

MANAGER - PARTNERSHIPS, COMMUNICATIONS AND REPORTING

REPORTING TO: EXECUTIVE DIRECTOR

LOCATION: HEAD OFFICE, BARBADOS

SUMMARY OF RESPONSIBILITIES

The Manager – Partnerships, Communications and Reporting will be expected to support the Executive Director and Deputy Executive Director in delivering stakeholder management initiatives that build Caribbean Export’s value, extend its reach, and influence and support its goals. This position will be a key part of the Agency’s Leadership Team and as such will be expected to deepen and expand Caribbean Export’s partnerships with key agencies and entities, improve Caribbean Export’s communication and visibility strategy. In addition, the incumbent will focus on enhancing efficacy for resources mobilisation and ensure the Agency’s reporting follows the best practices in results-based management (RBM). The Manager – Partnerships, Communication and Reporting will focus on creating a strategic and marketing narrative that speaks of Caribbean Export’s ability to successfully deliver on its strategic targets, its value, and its sustainability.

KEY RESPONSIBILITIES

1. Vision/Strategy Development and Execution

- a. Develop and implement strategic stakeholder management and advocacy initiatives that support the Caribbean Export Strategic Plan and BiNational Programme
- b. Develop and implement a strategic performance measurement and management framework for all stakeholder management and advocacy initiatives
- c. Develop and implement the Agency’s strategy for consolidating existing partnerships and building new ones
- d. Work in close concert with programme staff and the Executive Director in identifying new opportunities for funding; support the development of proposals for funding; and engage with prospective partners in and out of the Region.

2. Innovation, Growth and Organisational Capacity

- a. Lead the expansion and increased reach of Caribbean Export’s social/digital media programmes
- b. Lead the innovation and ideation initiatives aimed at expanding Caribbean Export’s utilisation of virtual platforms for stakeholder management and advocacy initiatives

- c. Ensure the appropriate physical assets, tools and equipment are procured, managed and utilised to improve human resource productivity and operational efficiency in the department
- d. Develop and lead Caribbean Export's stakeholder management and advocacy training and development internal initiatives, that aim to increase the Agency's capacity and capability in the area of stakeholder influence
- e. Develop and implement systems that ensure continuous year-on-year improvement in the department's performance

3. Customer-Stakeholder Management

- a. Develop and implement strategies for improving Caribbean Export's stakeholder relationships internally and externally
- b. Build, sustain and facilitate value-adding relationships with and among key private sector businesses, IPAs (Investment Promotion Agencies), CAIPA, Export Promotion Agencies, BSOs (Business Support Organisations), service providers, Grant Funding Agencies, CARIFORUM Governments, the media and other key stakeholders in fulfilling the Agency's mandate

4. Financial Stewardship

- a. Develop appropriate and fiscally responsible budgets for the department's activities
- b. Develop and implement advocacy systems and structures that support Caribbean Export's financial resource mobilisation
- c. Ensure the department complies with Caribbean Export's financial and procurement rules and policies
- d. Prudently manage the approved budgets

5. Internal Business Processes

- a. Develop and implement internal processes for efficient and effective management of all areas within the department
- b. Continuously review the internal business process efficacy of the department

Any other duties as required by the Agency, including project related activities.

CORE COMPETENCIES: Knowledge

- Knowledge of CARIFORUM countries and regional integration processes.
- Knowledge of European Union funding procedures.
- Very knowledgeable in best practice stakeholder management approaches
- Very knowledgeable in best practice advocacy/lobbying approaches
- Very knowledgeable in corporate social/digital media best practice mechanisms
- Very knowledgeable of regional and international donor environment and fund raising

KEY RESPONSIBILITIES: Skills

- Advocacy and lobbying
- Resource mobilisation
- Partnership building
- Excellent public speaking and meeting facilitation skills
- Excellent writing skills
- Strong negotiation skills
- Fluent in English. Ability to communicate in French, Spanish or Dutch, desirable.

CORE COMPETENCIES: Abilities

a. Vision and Strategic Leadership

- i. Must be able to create a vision, a picture of the future that the stakeholders want to embrace, support, be engaged in and be inspired by
- ii. Must have the ability to adapt to and work with a variety of situations, individuals and groups. In addition, the incumbent must have the ability to be open to different and new ways of doing things
- iii. Must have the ability to anticipate the implications and consequences of situations and take the appropriate action

b. Maximising Performance Results

- i. Planning and Decision Making - Must have demonstrated the ability to plan, make decisions and solve problems involving varied levels of complexity, ambiguity, and risk
- ii. Operational-Focus - Must be results oriented

c. Relationship Building and Influencing

- i. Must have demonstrated the ability to develop, maintain and leverage on relationships with others inside or outside of the organisation who can provide information, assistance, and support

EDUCATION/EXPERIENCE /CREDENTIALS

- A Postgraduate degree in International Affairs, Communications, Management or a related field
- A minimum of seven (7) years of work experience in the public or private sector in strategic communications, monitoring & evaluation, marketing, advocacy/lobbying and/or stakeholder relations
- Media relations desirable
- Conversational in Spanish and/or French would be an asset;
- Experience working on donor funded projects in the Caribbean would be an asset;
- Be a CARIFORUM national

TRAVEL DEMANDS

As required.