

Position Description

Title:	Project Officer
Classification:	IFA Project Officer
Employment:	Permanent (Renewable annual contract)
Hours of Work:	1.0 FTE - 38 hours per week (8.30am - 5.00pm with a 1hr lunch break)
Salary	\$45,000 to \$54,000 per annum
Reports to:	Secretary General
Location	International Federation on Ageing: 1 Bridgepoint Drive, Suite G.238 Toronto, Ontario M4M 2B5 - CANADA

International Federation on Ageing (IFA)

The International Federation on Ageing (IFA) is an international non-governmental organization with a membership base of NGOs, the corporate sector, academia, government, and individuals spanning 73 countries.

The IFAs vision is 'a world of healthy older people whose rights are both protected and respected.' This is inspired through the goal of being the global point of connection of experts and expertise that help to shape and influence policy at all levels of government.

The IFA takes a lead to inform, educate and promote policies and practice to enable and enhance the functional ability of older people within a capability framework through:

Building, facilitating and strengthening bridges between government, non-government, academia, industry and older people

Strengthening non-government organizations through collaboration toward a common goal

Improving the understanding of ageing policies and practice and their impact on the lives of older people

Our Values

Fairness – We endorse the inalienable and inherent rights of all human beings. We work to ensure all older people are treated equitably, and give priority to those experiencing disadvantage

Participation – We forge new ways to ensure older people are engaged in life through formal and informal social, cultural and economic activities.

Respect – We challenge complex behaviours that disrespect the voice, role and place of older people in contemporary society.

Position Overview

This position plays a central role in working with individuals, organizations and academia across the globe by supporting their engagement to promote programs, services and policy to improve the quality of life of older people. Candidates for the position should hold Post Graduate qualifications, preferably in the field of Public Health.

Roles and Responsibilities:

The Project Officer responsibilities include:

- Undertaking research on policy issues and responses across the sector by developing and maintaining effective networks and relationships with internal and external stakeholders, to promote successful policy development and implementation.
- Carrying out specific roles and tasks to support specific projects, including; IFA Conferences; advocacy projects; regional meetings and other new initiatives in the area of public health, including adult vaccinations, vision health, and healthy ageing.
- Manage and lead activities to support specific projects, including; public health advocacy projects; regional meetings and other new initiatives.
- Provide support and input into the development of the organizations strategic planning, fund-raising initiatives, events planning and project development.
- Input into and prepare project reports, presentations and other relevant materials that supports the work of the IFA and represent the organization at functions, meetings and conferences.
- Identify and respond to new and emerging issues affecting older people through development, in conjunction with the sectors representing older people, of good practice policy options that may influence government policy.
- Lead complex projects including measuring results of strategic plans and programs.
- Maintaining effective communication with stakeholders and members through the provision of information resources, via the IFA electronic news and social media platforms that identifies good practice in programs and service delivery that support older people.
- Provide some supervision and coordination of support project staff.

Key Selection Criteria (each selection criteria is to be addressed separately):

- Skills in community development practice and citizenship engagement
- Skills in group work, group facilitation and empowerment strategies
- Proven skills in project planning and project management
- Knowledge about leadership programs and leadership development strategies
- Attention to detail and well developed problem solving skills
- Excellent communication; written and interpersonal skills
- Proven ability to lead and work co-operatively in a team.

Other Relevant Information:

Location	1 Bridgepoint Drive, Suite G.238, Toronto, ON M4M 2B5
Start/End Date	
Self-referral	It is IFA policy that no staff member or contractor shall, under any circumstances, refer work to themselves, their families or other members of their firms.
Travel	This role requires a person to be able to travel to various locations across the world.
Probation Period	Three (3) months from commencement date
Annual Leave	Three (3) weeks leave after 12 months of employment – pro rata after 6 months.
Social Measures	Non-mandated social measures available after 6 months of employment.
Employer	International Federation on Ageing
Applications	Address to Dr Jane Barratt and send to jbarratt@ifa-fiv.org and cc. gshaw@ifa-fiv.org

The International Federation on Ageing is an equal opportunity employer