



# International Programme Officer

## Appointment Brief

May 2026



*Action for a Fair Water Future*

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## Background

Water Witness is an innovative Edinburgh-based charity leading action, research and advocacy for a fair water future - where all people can access the water needed to thrive, and are protected against floods, drought, pollution, ecosystem degradation and water conflict.

We stand with those at the sharp end of the global water crisis to shine a light on its impacts, to understand its root causes and to activate an effective response. We work with inspirational local partners to trigger social justice and system change to ensure sustainable management and equitable use of the world's most precious resource.

Since 2009, our team has been working to improve water security by driving improved policy, practice and investment, building new approaches and communities of practice, and holding duty bearers to account for improved performance on water.

Our hands-on field experience is backed up by cutting-edge research and global analyses, and this provides us with a clear understanding of the action needed to deliver on the water-related Sustainable Development Goals.

Our 2030 strategy builds on our track record as a dynamic NGO which unlocks improved water resource governance and water security for vulnerable communities. In the decade ahead we will work with our partners to focus on the following five imperatives:

1. **Accountable governance:** to implement effective and equitable water policy and law
2. **Progressive financing:** to unlock funding and financial incentives for water security
3. **Redefining corporate responsibility:** to transform private sector behaviour for shared water security
4. **Confronting climate chaos:** to prevent catastrophic water shocks and build resilience
5. **Activating people power:** to trigger political, social and economic change for water security.

We are now seeking an exceptional individual to help us inform, inspire and engage key audiences, and activate people power with impactful, evidence-based communications and campaigns.

# The Role

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<b>Job Title:</b>	International Programme Officer
<b>Place of Work:</b>	Edinburgh, UK
<b>Pay:</b>	£31,000 (plus benefits including 8% employer pension contribution)
<b>Reports to:</b>	Deputy Director / Global Operations Director
<b>Term:</b>	Till March 2028, extension subject to performance and funding

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## Job Summary and Purpose

Over the past 15 years Water Witness has established itself as a leading advocate for water justice, holding governments, business, and investors to account for sustainable water management. We are now seeking an international development practitioner, with a strong technical background in water and environmental management, to support our growing portfolio of work to secure lasting water security and justice for some of the world's most vulnerable communities.

We are looking for a dynamic individual with a solid technical grounding and proven ability to build and sustain effective relationships with international partners, fostering genuine joint ownership. You will play a central role in ensuring our portfolio of international grants is strategically aligned, delivered to a high standard, and achieves meaningful, lasting impact. Responding to the evolving needs of our partners, you will ensure that evidence generated through their work is effectively leveraged to drive system change at scale. The role involves regular extended international travel to support programme delivery, learning and documentation across our high-quality, complex programmes. You will support planning, problem solving, monitoring and reporting, ensuring delivery is not only on track but results in positive change for those most affected by the water crisis.

You will also work closely with colleagues and partners to develop compelling, evidence-based narratives that engage media, targeted groups, wider networks and new audiences. A key aspect of this role will be sharing learning, strengthening partner capacity and identifying resource gaps. With strong critical thinking skills, you will be able to influence others effectively and work flexibly in a collaborative, fast-paced environment. If you want to play your part in the fight for water justice and have the experience and skills we are looking for.

# Duties and responsibilities

The International Programme Officer will report to our Deputy Director/Global Operations Director and will work closely with personnel and partners in different countries where WW supports development programmes, to ensure the work we support is aligned with WW's strategy, and that the delivery of our work has impact, is on track and is in line with donor agreements and budgets.

Specific responsibilities will include:

## Programme coordination, monitoring, evaluation, reporting and learning

- Support organisational and programme planning, ensuring alignment with agreed delivery targets, outputs and outcomes.
- Support partners to ensure MEAL systems are effective in tracking, supporting and learning from delivery of workplans.
- Monitor financial and material resources relevant to project needs, flagging any concerns to the line manager and UK Director of Corporate Services.
- Champion learning, supporting teams and partners to analyse, package and share learning insights internally and externally to support advocacy and communications that drive system change at scale.
- Proactively seize opportunities and troubleshoot problems that arise, implementing solutions that keep programmes on track and maximise impact.
- Ensure social inclusion is embedded across all work, where the voices and needs of marginalised groups are heard and acted upon.
- Facilitate clear and effective communication within the UK team, and with international partners.

## Technical delivery and quality assurance

- Provide technical guidance to partners, supporting implementation, investigations and assessments.
- Identify or co-develop and refine appropriate methods, tools and guidance to enable effective delivery of programme priorities.
- Ensure high-quality documentation and record keeping across all activities
- Support country teams with desk studies, literature reviews and preparation of background reports.
- Support organisational capacity building and training of partners, including compliance with internal policies and best practice.

## Documentation, learning and advocacy

- Support and mentor teams to collate, analyse and synthesise knowledge generated through programme delivery.
- Ensure high-quality documentation, including the preparation and review of timely high-quality reports that meet donor requirements and demonstrate impact.
- Contribute to the development and dissemination of knowledge products, including case studies, training materials and guidance, liaising with the Director of Public and Political Engagement.
- Support partners to develop powerful evidence-based narratives to engage media, targeted groups, wider networks and new audiences, including press, multi-media and website content.
- Promote the effective use of digital tools and communication platforms across teams.
- Identify and pursue opportunities to increase programme visibility and strengthen organisational profile within and beyond the water and development sectors, liaising with the Director of Public and Political Engagement

## Organisational development

- Represent Water Witness and its stakeholders' interests at national and international meetings as required, building and strengthening strategic partnerships.
- Contribute to organizational strategy and growth including supporting the development of funding proposals, bids and effective operational systems.
- Provide support to the Director, Senior Leadership Team, team, partners and the Board of Trustees.
- Contribute to securing and delivering other assignments as required.

# Key working relationships and logistical arrangements

The successful applicant will be a key member of our team of professionals based at our Head Office in Edinburgh. They will report to the Deputy Director/ Global Operations Director, working closely with our partners and supporting the organisation's operations globally .

## Person Specification

**The successful applicant will be able to demonstrate the following:**

### Experience and qualifications

#### Essential

- Sound technical understanding of water and water resource management, climate resilience and international development issues, trends and priorities.
- A postgraduate degree in a relevant field (e.g. Water Resource Management, Environmental Science or International Development).
- Experience in working effectively with diverse stakeholders through participatory processes.
- Experience in developing, managing, monitoring and evaluating the delivery of a wide range of donor-funded international development programmes
- Proven experience of programme support, communications and coordination.
- Knowledge of financial management and budgeting.
- At least 3 years of relevant professional experience, with time spent in a developing country.
- Right to work and live in the UK.

#### Desirable

- Experience of working in a cross-cultural setting as part of a busy team.
- Experience working with civil society organisations.
- A hands-on understanding of water resource management and water stewardship

### Skills and attributes

#### Essential

- Excellent analytical and writing skills, adapting style to write for a range of audiences.
- A confident communicator with the ability to listen, respond to, and negotiate with diverse partners.
- Familiarity in the use of social media.
- Strong organisational capability, including the ability to manage multiple priorities whilst ensuring attention to detail in a complex, fast-paced environment.
- Ability to capture and analyse qualitative and quantitative information and to synthesise it into concise reports, drawing out clear recommendations.
- Ability to work collaboratively with dispersed international cross-cultural teams.
- Facilitation and training skills.
- Able to analyse budgets and monitor costs.
- Excellent IT skills
- Ability to travel overseas and thrive in challenging conditions.
- A passion for social justice through equitable and sustainable water management.
- Committed to diversity, equity, and inclusion and to Water Witness' mission.

#### Desirable

Working ability or fluency in Kiswahili, Amharic or Chichewa.

# How To Apply

All correspondence should be sent to [jobs@waterwitness.org](mailto:jobs@waterwitness.org) with 'International Programme Officer' in the subject line. Please provide a CV and covering letter in ONE single document. The cover letter should be no more than two pages long, must explain why you are suitable for this position, and should clearly set out how your skills and experience match the specified criteria.

**NOTE: APPLICATIONS WHICH DO NOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED**

**On this occasion, only those with an existing right to work and live in the UK should apply.**

## Timeline

<b>Closing date:</b>	15/06/26
<b>Panel interviews:</b>	wc 22/06/26
<b>Expected start:</b>	August 2026 (dependent on notice period)

## Queries

If you have any queries on any aspect of the appointment process or need additional information, please email [jobs@waterwitness.org](mailto:jobs@waterwitness.org).

## Equality Statement

Equality and diversity are at the core of Water Witness' values. We are committed to equal opportunities for all, and to welcome people from a wide diversity of backgrounds, cultures, and experiences. **On this occasion only those with an existing right to work and live in the UK should apply.**

## Selection Process

We will only use the information you provide to process your application. For more details on how we use your information, see our [application privacy notice](#). By emailing us, you are permitting us to use the information you have provided for recruitment purposes. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

