

Healthy Caribbean Coalition (HCC) Consultancy Advert

8 October 2026

HCC TFA Project Coordinator

Long-Term Part-time Consultant (10-Month Contract) | 75% Full-Time-Equivalent (FTE)

Join the Healthy Caribbean Coalition

The Healthy Caribbean Coalition (HCC) is a Caribbean alliance of civil society organisations whose mission is to harness the power of civil society - in collaboration with key national, regional and global partners - to galvanise bold action for NCD prevention and care in the Caribbean, leaving no one behind.

HCC is seeking an experienced Project Coordinator to support Phase III of its regional initiative to accelerate implementation of the 2022 CARICOM commitment to eliminate industrially produced trans fats (iTFA) from the Caribbean food supply. The project will advance evidence-informed advocacy, regional accountability, civil society action and stakeholder engagement.

I. Why Join the HCC

- Join a committed, collaborative, mission-driven team.
- Make a meaningful contribution to improving health across the Caribbean.
- Work with leading regional and international partners.
- Enjoy flexible, remote working arrangements.
- Grow professionally while supporting meaningful national and regional impact.

II. The Role

Reporting to the Executive Director, the Project Coordinator will lead day-to-day project coordination, technical implementation and monitoring, including management of an external research consultancy, regional policy advocacy and strategic communications, support to civil society partners in priority countries, and timely delivery of project outputs and donor reports.

III. Key Responsibilities

- Coordinate the Regional Assessment Report consultancy, including Terms of Reference development, recruitment, consultant oversight, review and finalisation, payment coordination and regional dissemination.
- Reconvene and coordinate the Regional Technical Working Group; monitor legislative progress and oversee the Caribbean iTFA Legislative Tracker and three regional accountability updates.
- Develop and coordinate strategic advocacy communications, including audience-specific messaging, six media products and a virtual Regional iTFA Implementation Forum.

- Coordinate the iTFA Implementation Accelerator Small Grants Initiative in three countries, including partner selection, budgeted action plans, implementation monitoring and consolidated reporting.
- Update and manage the project workplan; coordinate partners and consultants; monitor progress, risks and quality; convene progress reviews; and prepare donor reports for Executive Director review and approval.

IV. Qualifications and Experience

- Degree in public health, public policy, development, communications or a related field, or equivalent relevant professional experience.
- At least five years of relevant experience in project coordination or management, preferably involving public health, policy advocacy or civil society programmes.
- Demonstrated experience in strategic communications, evidence-based advocacy, stakeholder engagement and strong professional writing.
- Ability to manage consultants, coordinate multiple partners and deliver workplans, reports and outputs independently and on time.
- Knowledge of Caribbean NCD prevention and healthy food policy, regional institutions and legislative advocacy is strongly desirable; specific iTFA experience is an asset.

V. Contract Details

- Position: HCC TFA Project Coordinator
- Engagement: Long-Term Part-time Consultant, 75% FTE (approximately 30 hours per week)
- Duration: 10 months
- Contract Period: 15 November 2026 - 15 September 2027 (*Flexible - TBC*)
- Reporting: HCC Executive Director
- Location: Remote

VI. How to Apply

Interested candidates should submit:

- A cover letter outlining their suitability for the consultancy.
- A current curriculum vitae (CV).
- Contact details for three professional referees.

Applications should be emailed to HCC at apply@healthycaribbean.org with the following subject: *HCC TFA Project Coordinator Application – [INSERT FULL NAME]*.

Applications from suitably qualified candidates from across the Caribbean are strongly encouraged.

Deadline for submission of applications is **23 October 2026**.