

**JOB DESCRIPTION**

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| **Job Title** | Senior Policy and Advocacy Officer |
| **Reports to** | Director of Global Peacebuilding Unit |
| **Management Responsibility** | None |
| **Job location** | London (Hybrid working, minimum 2 days per week in London office) |
| **Grade** | 3 |
| **Contract Duration** | Permanent |

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| **Job Purpose** |
| This post plays a key role in International Alert’s work to influence positive global change so that the voices of people affected by conflict shape global decisions that affect them. You will work closely with Alert’s Global Peacebuilding Unit, Communications and Media and Global Fundraising teams, the Executive Director and Alert’s country teams, linking our work with communities in conflict contexts to global influencing priorities. The role also supports our Global Peacebuilding Unit to develop and deliver thematic advocacy work and develop policy positions relating to our core peacebuilding themes of gender, climate change, and peace economies, as well as other key peacebuilding issues. The postholder has a particular focus on global advocacy targets and plays a key role within the UK advocacy space, as an active member of the Bond Conflict Policy Steering Group and representing Alert in other forums in the UK and internationally such as Gender Action for Peace and Security (GAPS) and the European Peacebuilding Liaison Office (EPLO).  |
| **Duties and Responsibilities** |
| **Global Influencing*** Work with the Director of the Global Peacebuilding Unit and closely with the Communications and Media teams to formulate and deliver Alert’s global influencing objectives based on the organisation’s strategic goals and devise the global advocacy plan for influencing key policy actors
* Understand Alert’s role as an international peacebuilding organisation in the global North contexts we seek to target (including but not limited to the UK, Netherlands, Sweden, US, Ireland and UN) and monitor for political changes, policy developments and events that Alert may want to target for advocacy, e.g. conferences, debates or working group meetings. Communicate these internally to colleagues
* Identify, plan and deliver advocacy activities that target Alert’s key stakeholders in the global North to achieve the influencing objectives – this role involves leading on some projects and supporting on others
* Work closely with the Global Peacebuilding Unit to support them to shape their policy positions and global messages and deliver influencing objectives on climate, gender, peace economies and peace integration
* Monitor for impact of advocacy activities and share learning with the organisation
* Budget management of discrete projects

**Amplifying advocacy from our peacebuilding contexts**• Work with Alert’s country teams to identify specific advocacy opportunities that connect Alert’s work on the local level to global developments, develop a plan with clear goals, stakeholders and timelines, deliver the project and monitor impact* Accompany and support country teams on advocacy approaches to stakeholders in the global north

• Work with the resource development team to integrate advocacy and communications activities and goals into programme bids, design and budgeting• Develop and deliver advocacy training and learning resources **Representation and relationship management** • Represent Alert and build relationships with donor governments, international institutions (e.g. UN, World Bank), and global civil society partners and networks that support delivery of Alert’s strategic objectives • Act as liaison to the networks Alert is an active member of, including Gender Action for Peace and Security (GAPS) UK and British Overseas Network for Development (BOND) Conflict Policy Group; • Monitor other networks (e.g. European Peacebuilding Liaison Office (EPLO), Alliance for Peacebuilding (AfP)) and identify opportunities to engage when it would support delivery of Alert’s global advocacy objectives**Contribute to the effective working of Alert generally** • Provide oral and written policy inputs in support of the communications team and of high-level advocacy engagement with our target audiences• Undertake rapid turn-around policy and research tasks and collaborate with thematic and country teams as needed • Provide written or oral briefings to senior staff members as required • Organise events as required • Other responsibilities as may be required. |

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| **Travel requirements** |
| This role may involve a limited amount of travel, primarily to Europe and North America. |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| Minimum three years’ experience working in a policy or advocacy role |
| Degree level education in international relations, development, gender or related fields, or equivalent knowledge gained through experience |
| Demonstrable experience developing policy positions and advocacy plans |
| Demonstrated written and oral communications skills, including experience in contributing to policy and strategy documents and publications |
| Organisational and project management skills with good attention to detail and ability to manage small budgets |
| Strong research and analytical capabilities and an ability to think and plan strategically |
| Oral and written fluency in English and an ability to tailor messaging to different audiences |
| Capacity for representing policy positions on behalf of an organisation to external actors |
| Strong interpersonal skills and the ability to build strong external and internal relationships and work across diverse teams |

**DESIRABLE REQUIREMENTS**

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| Experience of contributing to research and writing reports |
| Experience delivering training to others |
| Experience working in low income or conflict-affected countries |
| Experience in programme / project design, monitoring and evaluation |
| Experience in developing or contributing to fundraising proposals |
| A knowledge of either the UK government, the European Union or the UN and its policies and approaches to peace and security. |
| Fluency in French or Arabic |