JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Policy and Advocacy Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Director of Policy, Advocacy and Communications</td>
</tr>
<tr>
<td>Management Responsibility</td>
<td>None</td>
</tr>
<tr>
<td>Job location</td>
<td>London</td>
</tr>
<tr>
<td>Grade</td>
<td>4</td>
</tr>
<tr>
<td>Contract Duration</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

**Job Purpose**
This role will support the Director of Policy, Advocacy and Communications to deliver core organisational advocacy functions and responsibilities, including: supporting country teams and our peacebuilding thematic teams, representational work, the implementation of new global influencing priorities and growing and maintaining networks and relationships. The role works closely with the Peacebuilding Advisory Unit (PAU) Director to provide policy and advocacy support to the PAU thematic teams.

**Duties and Responsibilities**

**Global Influencing**
- Monitor, participate in and brief colleagues on key global and regional policy processes;
- Plan, deliver and report on advocacy activities to achieve International Alert’s global influencing priorities;
- Support the coordination and project management of International Alert’s influencing priorities across the organisation, including monitoring for change and impact;
- Accompany and advise PAU thematic teams on advocacy approaches, and shape global messages rooted in Alert’s country and programmatic work;
- Work closely with thematic teams in the Peacebuilding Advisory Unit to shape key messages, identify advocacy opportunities, and achieve influencing objectives.

**Support for country advocacy**
- Accompany and advise country teams on advocacy approaches;
- Support the development of country advocacy plans;
- Integrate advocacy and communications into country strategies and into programme 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 (e.g. Gender Action for Peace and Security (GAPS) UK);
- Support Alert Europe to influence and strengthen relationships with European governments, institutions and partners, including through the European Peacebuilding Liaison Office (EPLO);
- Act as liaison to the British Overseas Network for Development (BOND, the UK’s umbrella INGO group), represent Alert at BOND Conflict Policy Group meetings, and mobilise other Alert staff to contribute as needed;
• Manage internal processes for Alert to cultivate stakeholder relationships and advocacy targets.

Contribute to the effective working of Alert generally
• Provide oral and written policy inputs in support of the communications team;
• 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;
• Working with advocacy and communications colleagues to manage and maintain an updated organisation-wide briefing pack;
• Other responsibilities as may be required.

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

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents
At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles.

For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, to have a talent for looking at the bigger picture, understanding and finding solutions to complex problems as well as communicating in a convincing manner adapting to different audiences.

ESSENTIAL REQUIREMENTS

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
Demonstrated written and oral communications skills, including experience in contributing to policy and strategy documents and publications
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

Experience designing/implementing advocacy strategies and plans
<table>
<thead>
<tr>
<th>Experience delivering training to others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience working in low income or conflict-affected countries</td>
</tr>
<tr>
<td>Experience in programme / project design, monitoring and evaluation</td>
</tr>
<tr>
<td>Experience in developing or contributing to fundraising proposals</td>
</tr>
<tr>
<td>A knowledge of either the UK government or the European Union and its policies and approaches to peace and security.</td>
</tr>
<tr>
<td>Fluency in French or Arabic</td>
</tr>
</tbody>
</table>