**JOB DESCRIPTION**

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| **Job Title** | **Director of Policy, Advocacy and Communications** |
| **Reports to** | **Executive Director** |
| **Management Responsibility** | **Advocacy and Communications Team, Peacebuilding Advisory Unit (PAU)** |
| **Job location** | **London, UK** |
| **Grade** | **1** |
| **Contract Duration**  | **Permanent** |

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| **About Us** |
| Our mission is to build a more peaceful world by working with people directly affected by violent conflict to find peaceful solutions; shaping policies and practices to support peace; and collaborating with all those striving for peace. International Alert focuses on solving the root causes of conflict, bringing together people from across divides. From the grassroots to the global policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future. Alert’s global office is based in London, while its European office is in the Hague. Our main areas of operation are Africa, Asia, the Middle East and parts of Europe. The majority of our (circa) 240 staff work in country offices, partnering with local civil society organisations to support people and institutions to better anticipate and manage conflict without violence. Now over 30 years old, Alert is a well-established global advocate and on-the-ground presence in the peacebuilding sector. |
| **Job Purpose** |
| The position of Director of Policy, Advocacy and Communications (DPAC) plays a key role in delivering greater impact and influence for our mission and for the organisation. The Director leads efforts to grow Alert’s organisational profile and reach, to enhance our external policy engagement and to help translate the work of local peacebuilders around the world into global changes that promote a more peaceful world. As Director, they have strategic oversight of Alert’s external communications strategy, profile and brand. They shape and define Alert’s policy advocacy priorities, approach, and lead on advocacy towards policymakers on strategic issues, representing the organisation and building institutional relationships of influence. They also oversee the work of our Peacebuilding Advisory Unit (PAU), an operational team with annual income of £1.5m per year. The team is in London, Kenya, and The Hague, and provides technical expertise in gender, peace economies, natural resource management and climate crisis both across Alert’s programmes and externally using research, programming realities and evidence from the ground to shape global policy discussions. PAU also houses the Conflict Hub, which provides cross-cutting, agile support around core, generalist peacebuilding support and capacity internally and externally. The Director is expected to work collaboratively with Alert’s regional and country teams in supporting strategy development, linking them into global decision-making processes, and crafting and disseminating powerful advocacy messages and communications products for selected audiences, including policymakers, funding partners and policy influencers. They play a strategic role in matching organisational needs with technical expertise and providing strategic insights into cross-organisational initiatives and projects. In addition, the Director serves as a member of Alert’s global Executive Team and is expected to play a key role in strategic and operational decision making. They provide policy messaging support to the Executive Director and other senior colleagues on global issues relevant to peacebuilding and international development. |
| **Duties and Responsibilities** |
| **Set and lead overall strategic direction for Alert’s influencing agenda*** Develop and deliver Alert’s influencing strategy and approach with key peacebuilding policymakers and policy-shapers, across all platforms and communication modalities, in line with the organisation’s ambitions to grow its impact, influence and income;
* Manage the PAU (11 staff) and Advocacy and Communications teams (5 staff), ensuring a joined-up approach to Alert’s advocacy, communications, policy and practice advisory functions.

**Lead Alert’s policy advocacy and representation*** Revitalise Alert’s thematic policy portfolio, helping Alert contribute to the discourse on its core areas of expertise, including gender and peacebuilding, climate and natural resources, conflict sensitivity and peaceful economies;
* Lead Alert’s engagement on selected policy processes and initiatives, including engagement in major international reviews, conferences;
* Work with the PAU team to generate funding opportunities with a view to increasing more predictable multi-year funding for policy development and advocacy;
* Act as a spokesperson for the organisation – in person and via external communications channels including social media and blogs etc. – and grow relationships with key policymakers and policy-shapers, including multilateral institutions;
* Review all major external policy publications for quality and coherence with organisational positions and brand.

**Provide strategic leadership to Alert’s external communications*** In collaboration with the Communications Manager, drive the development of a communications strategy that establishes Alert as a well-known and trusted organisation for peacebuilding policy and programming, commentary and analysis, and that enhances Alert’s brand identity, digital and media engagement and events co-ordination management capability;
* Ensure that Alert’s communications sustain a change-based approach that is linked to programming and policy objectives, fundraising and organisational influencing priorities;
* Ensure that all Alert’s external communications and messaging products are of high quality.

**Country support and cross-organisational collaboration*** Ensure that PAU and Alert’s advocacy and communications functions are deeply interconnected with the work of country teams and that advocacy and communications is embedded in core institutional processes such as proposals and designs, country strategies and annual planning;
* Lead efforts to build country team advocacy capacity and collaborate to establish national-level advocacy priorities;
* Oversee the PAU internal technical expertise function and provide strategic direction on cross-organisational programming (e.g. allocation of core grants, research projects, etc.);
* As needed, provide direct advisory support to country teams related to policy engagement and strategy setting, and oversee others in the team to do the same.

**Contribute to Alert’s global leadership and management*** Serve as a member of Alert’s global Executive Team and contribute to the organisation’s decision making at strategic and operational levels;
* Serve as a key member of the organisation’s Crisis Management Group, coordinating all crisis communications;
* Represent International Alert’s policy, advocacy and communications work to the Board of Trustees.
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| **Travel requirements** |
| This has always been a role involving regular global travel. We have learnt much during the pandemic about alternative ways of working, and are still learning on this. So while we would welcome applications from candidates able to commit to regular travel, there are other ways to make a big impact in this job if you are unable to commit to such a working pattern, so don’t let that stop you applying! |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| **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. 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, first and foremost, to have a talent for influencing change in policy and practice through developing and delivering targeted, strategies, policy insights and messaging that will gain Alert a hearing with those making and shaping decisions around the world. We are looking for someone with a proven track record of strategic communication and influence across multiple platforms toward decision-making audiences. Our ideal candidate will be a brilliant political communicator and a strategic thinker, with great ambition and focus. This is what we will be looking for above all else. |

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| Significant experience of crafting and delivering effective policy advocacy and communications strategies adapted to key audiences. |
| Demonstrable experience of managing a policy advocacy, government relations or strategic communications function, ideally in the non-governmental and/or aid sector.  |
| Experience and understanding of policy development processes with knowledge of peacebuilding policy and practice, and an ability to translate this into insightful policy positions and messaging. |
| Substantial experience of managing people, money and logistics in teams and organisations. |
| Demonstrable ability to foster the production and delivery of effective external communications materials across multiple platforms, including traditional and digital media |
| Significant experience in overseeing and representing organisations at events designed to promote the organisation, its brand and its policy messages. |
| A network of established contacts in governments, international institutions, journalism and think tanks |
| Substantial experience in working with journalists, think tanks, policy staff from peer organisations, academics and others who influence policymakers and shape their opinions. |
| Excellent verbal and written communication skills in English. |
| Commitment to and understanding of safeguarding |
| Commitment to International Alert’s values, to Gender, Diversity, Equity and Inclusion, and to anti-racism |
| Existing right to work in the UK.  |

**DESIRABLE REQUIREMENTS**

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| Ability to communicate in an additional language to English (ideally Arabic, French, Russian or Spanish). |
| Experience of living and working in a fragile, conflict-affected country. |
| Experience in the non-governmental/non-profit sector, ideally within international aid or development. |