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| **TITLE:**  Humanitarian Policy and Advocacy Officer | | |
| **TEAM/PROGRAMME:** Humanitarian International/Programs | **LOCATION: UK or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: D1 Junior-Mid level | **CONTRACT LENGTH:**  *Maternity Cover – 10 months* | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Humanitarian Policy and Advocacy Officer will provide coordination, research, and policy support to SCI’s Humanitarian Policy and Advocacy Team and the wider Humanitarian Advocacy Working Group (HAWG). The Officer will be responsible for overseeing overall knowledge management for the team as well as supporting the roll out of specific projects, including a humanitarian policy compendium, a humanitarian policy and advocacy toolkit, and providing research support for the development of policy positions. The Officer will be expected to provide general coordination and drafting support to the Humanitarian Policy and Advocacy team, as well as various working groups and ensure information on humanitarian policy and advocacy issues is adequately disseminated across the movement. The Officer will also be expected to support the development of briefing material, draft talking points, and key messages for external engagement as needed.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Humanitarian Policy and Advocacy  **Staff reporting to this post:** N/A  **Budget Responsibilities:** N/A  **Role Dimensions**: This role reports to the Head of Humanitarian Policy and Advocacy and will work very closely with the other Humanitarian Policy and Advocacy staff within the One Humanitarian Team and across Advocacy and Member Offices, Regional Offices, as well as Country Offices. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Policy Development:**   * Support the development of a humanitarian policy compendium which includes a compilation of organizational policy positions and recommendations on emerging humanitarian policy and advocacy issues. * Project support ranging from coordinating, communicating, and consulting with advocates across the movement and staff members from within the One Humanitarian Team to support the development of a Humanitarian Policy Compendium. * Support the development of a strategy to promote uptake of policy positions across all humanitarian advocacy work and external engagement. * Contribute to the development of policy development by undertaking literature reviews, internal consultations, research and drafting position papers with members with Humanitarian Advocacy Working Group (HAWG) and the Technical Leadership Group (HPAC TLG) on various topics. * Drafting and coordination support on various briefings and other advocacy products as needed. * Support Country Offices by filling critical gaps as needed   **Coordination and Information Flow:**   * Under the supervision of the Head of Humanitarian Policy and Advocacy, the Officer will be responsible for coordination of briefing material to inform engagement in high level fora, including the Inter Agency Standing Committee Principals meeting, the Emergency Directors Group (EDG), the Steering Committee for Humanitarian Response (SCHR), and other groups as needed. * Coordinate review and feedback of new policies via the HAWG and HPAC TLG * Ensure policy strategy discussions and decisions are adequately documented and information is disseminated across the movement. * Develop dissemination strategies for key documents, including Humanitarian Advocacy Toolkit, Induction packs, and other material. * Manage team’s SharePoint page, including storage and filing of team working documents, briefing notes, and other relevant documents. * Manage HAWG SharePoint/OneNet pages and ensure material is easily accessible to advocates across the movement. * Support information sharing and management of internal coordination groups and HAWG email lists   **Knowledge Management and Learning:**   * Provide project management support to development of humanitarian/emergencies advocacy toolkits * Support reporting and monitoring of HAWG and Humanitarian Policy and Advocacy team work plans. * Support internal consultations for strategy development on priority humanitarian policy and advocacy issues. * Support plans for further capacity building and development of HAWG members across Country Offices and Regional Offices * Support reporting for specifical projects as needed | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS EXPERIENCE AND SKILLS:**  **Essential**   * Proven project management experience in a humanitarian information and communications/advocacy project capacity. * Experience working in information management, advocacy/communications or knowledge management. * Strong understanding of NGO operations and Save the Children’s position in the wider humanitarian community. * Strong understanding of humanitarian principles and dilemmas faced by I/NGOs * Good understanding of global humanitarian work / policies / strategies with working knowledge of humanitarian affairs. * Outstanding written and verbal communication skills to motivate, influence and negotiate both internally and externally. * Proven ability to distil complex information and materials into digestible and inspiring messages for diverse audiences. * Demonstrated success in setting up new processes and ways of working to deliver high-quality information products or tools targeting a diverse range of audiences. * Outstanding planning and organizational skills, with an ability to meet deadlines, manage multiple demands and competing priorities while maintaining high-quality standards * Attention to detail and ability to follow tasks and ideas through to completion. * Significant ability to work in a fast-paced environment and to adapt work plans flexibly,   depending on external opportunities.   * Strong interpersonal skills, a proven ability to establish and maintain strong   relationships with stakeholders at all levels and across cultures and an ability to  promote and lead on integrated working.   * Competency in Microsoft Office, including Excel. * Experienced in using SharePoint and software to design reports and information   products such as Microsoft Publisher, Adobe InDesign, Adobe Spark.   * Demonstrated commitment to the Save the Children mission and values.   **Desirable**   * Working knowledge of French, Spanish or Arabic | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| JD written by: Alexandra Saieh, SCI Head of Humanitarian Policy and Advocacy | | Date: 11 April 2023 |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |