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| **TITLE:**  Senior Advocacy Advisor |
| **TEAM/PROGRAMME: UN Advocacy Office** | **LOCATION:** New York |
| **GRADE**: 1 | **CONTRACT LENGTH:** 6 months, Maternity Leave Cover |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** The role holder will advocate and communicate for policy change in the United Nations New York, on Save the Children’s 2030 priority issues relating to child survival, child protection, child rights in Humanitarian and development contexts. This role leads on the development portfolio within Save the Children’s New York Advocacy Office, which includes the 2030 Agenda for Sustainable Development and Financing for Development, with thematic priority areas on health, education, and climate change. It leads on coordination of Save the Children’s engagement with SDG and FfD related processes at the UN in NY and support Save the Children’s annual engagement in the United Nations General Assembly (UNGA). This role will be based in Save the Children’s Advocacy Office at United Nations Headquarters, New York. This is a maternity leave cover role for a period of six months beginning in early- to mid-August |
| **SCOPE OF ROLE:** **Reports to: Director and UN Representative****Staff reporting to this post: Advocacy Advisor, Child Rights and Child Participation****Role Dimensions**: this is a demanding, externally facing role that requires strong advocacy skills, excellent communication, an ability to work in a networked structure across Save the Children, effective management of competing priorities and an ability to seize opportunities.  |
| **KEY AREAS OF ACCOUNTABILITY:** .**Advocacy** * Promote Save the Children’s organizational priorities and key messages with UN policy makers and decision makers, including in the secretariat, UN agencies, national missions, and other relevant stakeholders.
* Support the NYAO Director and the Advocacy Team to plan and implement advocacy and outreach before and during the UNGA, including planning of meetings, priority events, publication launches to promote Save the Children’s organizational priorities and key messages with UN policy makers and decision makers.

**Development and Implementation of Strategies** * Support the development and implementation of the advocacy strategy for 4th International Conference on Financing for Development (FFD), 2025 World Social Summit, and engagement towards the High-level Political Forum (HLPF), including providing support to Country Offices engaged in Voluntary National Review Processes with Save the Children relevant Policy technical leads. Depending on the opportunity and relevancy, develop and implement advocacy strategies towards relevant UN GA 2nd Committee Resolutions and the Commission on Social Development (CSocD).
* Coordinate activities to meet benchmarks set in the New York office work plan, and which contribute to Save the Children International strategic objectives (coordination of advocacy activities, building constructive networks, organisation and management of events, drafting of policy briefs, undertaking research, etc).
* Support the development, coordination, and implementation of Save the Children’s strategy for the Summit of the Future and wider UNGA 79th Session strategy.

**Alliances and Partnerships*** Build relationships with relevant NGO and UN partners, including through NGO working groups/coalitions and interagency meetings, that enhance our advocacy impact.

**Raise Save the Children’s Visibility*** Be a credible and effective representative for Save the Children and its key initiatives in UN and other relevant forums.
* Be NYAO’s media focal point to liaison with media colleagues to implement media engagement plan during key events and moments.

The role holder might be required to perform other related duties as assigned by management. |
| **SKILLS AND BEHAVIOURS (SCI 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
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| **QUALIFICATIONS** Master’s degree is required in international relations, development, political science, law or relevant field.  |
| **EXPERIENCE AND SKILLS****Essential** * Significant years of experience in of policy influencing policy makers.
* Proven track record of influence with the United Nations and multi-lateral systems
* A proven ability to build networks with diverse partners in pursuit of common goals
* Demonstrated ability to think strategically, to analyze complex information and offer creative, practical and effective solutions.
* Excellent influencing and negotiation skills, including an ability to deal with people at all levels with credibility, tact, and diplomacy.
* Excellent written and verbal communications skills and an ability to distil large amounts of information for a variety of audiences.
* Background in one of Save the Children’s priority issues - children in humanitarian and emergency settings, child survival, child protection, child rights, education, legal and rights frameworks
* Ability to travel within the US and internationally
* Results oriented, with experience in developing and monitoring performance
* An ability to work flexibly in a team, and to adjust work plan and priorities rapidly in response to external opportunities

**Desirable** * Experience of working in developing countries would be an advantage
* Knowledge of a second language would be an advantage
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| **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: Bonnie Berry** | **Date: X August, 2024** |
| **JD agreed by:** | **Date:** |
| **Job Description updated By:** | **Date:** |
| **Evaluated:** | **Date:** |