



## Job Description and Person Specification

**Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.**

<b>Job title</b>	Policy Advisor (Biofuels)		
<b>Contract type<sup>1</sup></b>	Fixed Term Contract	<b>Contract length</b>	3 months
<b>Grade/Starting salary</b>	Band 5 £35,098	<b>Date</b>	30 August 2011

### Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to campaign for change and to motivate and engage our supporters and the general public. We are a dynamic, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

ActionAid is the leading voice on the negative impacts of biofuels on people living in poverty. Since we launched our work on this area publicly in early 2009, we have achieved significant successes politically, gathered strong media coverage and engaged over ten thousand supporters on the issue.

Now is a crucial time for this area of work. 2012 will see an EU review of biofuels and a UK consultation on biofuel targets going forward. We need additional capacity for a short period to help us plan our advocacy and prepare and/or manage the research this will require.

### Main purpose of the role

As a Policy Advisor, you will provide rigorous political analysis, strategic planning and research on biofuels. You will take part in lobbying, campaign and media actions to bring about change in UK policy and practice and remove UK and EU biofuel targets.

You will contribute to ActionAid UK and ActionAid International's work by:

- providing rigorous policy analysis and effective advocacy to reduce government support for biofuels in the UK and EU
- finding opportunities in the UK and EU political and social agenda to highlight the impact of biofuels on people living in poverty
- identify the need for research, commission and manage policy research for use in advocacy and future campaigning
- undertaking lobbying, campaign and media actions to bring about change in UK and EU policy and practice

<sup>1</sup> E.g. permanent or fixed term

<b>Management and key relationships</b>	
<b>Staff managed</b>	None
<b>Reports to<sup>2</sup></b>	Head of Trade and Corporates
<b>Key Relationships</b>	
<p><b>Internal:</b> UK Trade and Corporates team members; UK Policy and Campaigns Department team members; Policy Officers, Campaigners and Programme Staff in other ActionAid country programmes working on biofuels; ActionAid International Secretariat policy and campaigns staff</p> <p><b>External:</b> Key decision makers in UK government, EU parliament; international agencies and other UK and European campaigning organisations and networks working on biofuels, Media and external specialists</p>	

<b>Main Duties</b>		
<b>Duty</b>		<b>% Time<sup>3</sup></b>
<b>1</b>	Planning and political strategy and engaging with political targets	50%
<b>2</b>	Research management	40%
<b>3</b>	Contribute to the work of the Policy & Campaigns Department	10%

<b>Person Specification</b>		
<b>Knowledge, skills and experience: key requirements</b>		
	<b>Requirement</b>	<b>Evaluation<sup>4</sup></b>
<b>1</b>	Good knowledge of and experience of working on issues relating to biofuels	App, Int, Test
<b>2</b>	At least 3 years' proven research and policy analysis experience on international development issues gained in a public policy, NGO or academic environment, preferably in the context of North/South research collaborations or with field work in developing countries	App, Int
<b>3</b>	An understanding of women's rights issues, gender analysis or feminist economics.	App, Int
<b>4</b>	Experience of creating and implementing advocacy strategies	App, Int
<b>5</b>	Proven political judgement and experience of lobbying the UK government EU institutions	App, Int
<b>6</b>	Experience of working with the media, including liaison with journalists and undertaking interviews, of media-based advocacy, and being a media spokesperson for broadcast and print media	App, Int
<b>7</b>	Experience of networking and contact building in Whitehall, Westminster, NGO development community.	App, Int
<b>8</b>	Excellent communications skills and the ability to translate complex material and data into clear and concise lobbying and campaigning documents.	Int, Test

<b>Competencies<sup>5</sup></b>		
	<b>Requirement</b>	<b>Evaluation</b>
<b>1</b>	<b>Collaboration:</b> The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an	Int

<sup>2</sup> Please note ActionAid reserves the right to change the line of management according to the needs of the organisation.

<sup>3</sup> Please note these percentages are an indication only of the weighting of the duties.

<sup>4</sup> This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form/CV (App), interview (Int) or test (Test)

<sup>5</sup> Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.

	understanding of effective team working and partnerships.	
2	<b>Leadership &amp; Management:</b> The capacity to inspire others to give their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as whole.	Int
3	<b>Communication:</b> The ability to negotiate, influence and communicate points clearly, both orally and in writing, and to adapt to a wide range of audiences ensuring a coherence of message.	Int, Test
4	<b>Planning:</b> The ability to think ahead and develop strategies which are aligned to the wider national and international organisational context. Effective allocation of resources	Int, Test
5	<b>Innovation:</b> The ability to originate, introduce and be open to new practices, concepts, ideas and change. To look to continuously improve and advance the organisational influence.	Int
6	<b>Action:</b> Accepting ownership and accountability within an international organisation. Initiative and enthusiasm in responding quickly to changing priorities and meeting challenging deadlines.	Int,