



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. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Government Relations Adviser
Contract type	Permanent
Grade/starting salary	5/£35,098-£37,575 p/a
Reporting to	Head of Public Affairs
Direct reports	Yes

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 motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

Effective relationships with the UK government and parliamentarians are critical to ActionAid UK's mission to bring about positive change for the world's poorest people. The Government Relations Adviser leads this day-to-day work by providing strategic and political advice on ActionAid UK's priority campaigns and advocacy work; representing ActionAid to UK government and parliamentarians and working closely with other ActionAid offices to advance joint advocacy campaigns. Managing and working closely with the Parliamentary Officer, the Government Relations Adviser ensures that ActionAid UK, and our priority issues, have a strong profile in the UK parliament. The post holder also works alongside colleagues in other development agencies in both formal and informal coalitions to advance joint advocacy objectives.

Key tasks and responsibilities

Strategy development

- Work in close collaboration across the Policy and Campaigns Department to develop advocacy strategies and identify key targets for ActionAid's campaigns.

- Identify strategic opportunities to raise ActionAid's political profile, promote ActionAid's campaign objectives, and discuss with relevant staff how to take these forward.
- Line managing the Parliamentary Officer and ensuring ActionAid makes full use of parliament as a means to advance our priorities.
- Alert relevant staff to changes in the political climate that affect ActionAid's campaign objectives and lead discussions on how to respond.
- Work with the Head of Public Affairs to ensure that ActionAid UK's advocacy messages, policy reports and campaign strategies are clear, coherent and have a strong likelihood of achieving success.
- Maintain contacts with ActionAid's Brussels office and key country programme policy managers to ensure that we identify opportunities for coordinated strategies at European and international levels.

Building and maintaining political contacts

- To develop strong and constructive relationships with key decision makers in government, parliament and political parties, in order to ensure that ActionAid's advocacy work is strategic and well-informed by ongoing political developments.
- To develop excellent contacts across government departments in order to be able to advise other teams (including in ActionAid's country programmes) about advocacy opportunities, and to lobby for ActionAid's campaign objectives.
- To monitor political and parliamentary developments and provide regular briefings to other AA UK staff.
- Together with the Head of Public Affairs, to develop policy positions on UK political and international developments which are not current AA UK priorities.
- Together with the Head of Public Affairs to develop a strategy for enhancing ActionAid's political position in the sector, including our presence at the main party conferences.
- Organising political events as appropriate.
- To provide written briefings for political audiences (e.g. MPs).
- To provide regular briefings for the Executive Director and the Director of Policy and Campaigns.

Networking

- To be the main contact with other government relations staff in the British Overseas Aid Group, and work with them to develop advocacy plans on joint objectives, prepare for joint meetings with senior members of the government, and other work as it arises.
- To build and maintain relationships with other UK NGOs and CSO networks, and create effective alliances which promote ActionAid's advocacy objectives.
- Assist the Executive Director in preparing for BOAG meetings, senior officials and politicians through providing verbal and written briefings.

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Significant experience of working either in parliament, in Whitehall, or in a public affairs role	Useful political contacts
Good knowledge of the UK political context and system	Experience of working with the European Union system
Proven experience of developing and implementing successful influencing strategies	
Experience of working in national coalitions	
Line management experience as well as experience working in a cross-organisational team to deliver on projects/ strategies	
Skills and Abilities	
Proven political judgement and experience of lobbying government and other institutions	
Commitment to women's rights and to ActionAid's vision, missions and values	
Excellent writing skills and the ability to translate complex material and data into coherent narratives	
Excellent negotiating and presentational skills and the ability to communicate effectively	
The ability to work flexibly, to tight deadlines, and on own initiative	