



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.

| | | | |
|-----------------------------------|--------------------------------------|------------------------|---------------|
| Job title | Policy Advisor | | |
| Contract type ¹ | Fixed Term Contract, maternity cover | Contract length | 12 months |
| Grade/Starting salary | Band 5 £35,098 - £41,291 p/a | Date | 28 April 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.

The five year strategy for ActionAid UK is due to complete in August 2011 and will include significant work on the private sector. We will also look into how the private sector affects people living in poverty within the five strategic objectives of the new AAI federation strategy. One of the Policy Advisors in this area is going on maternity leave, so we are seeking to hire a one year replacement.

The Policy Advisor role sits in the Policy & Campaigns Department. ActionAid UK is running public campaigns based on in depth policy analysis on biofuels and tax; and we are planning a new campaign on women's rights. We also have substantial policy work on the role of the private sector in development, supply chains, hunger and aid. This role sits in the Trade and Corporates team within Policy and Campaigns. The team has a strong track record of success. For example it played a key role in the CORE campaign on the Companies Act, helped stop Vedanta from uprooting a community in India and convinced the UK government of the need to better regulate supermarkets.

Main purpose of the role

As a Policy Advisor, you will undertake rigorous policy analysis and research, and propose the directions for our advocacy work on business and human rights. AAUK will undertake scoping research for the AAI federation which is intended to map out private sector impact on people living in poverty in five areas covered by AAI's new five strategic objectives. You will highlight instances where the private sector could and does play a positive role in

¹ E.g. permanent or fixed term

development, where engagement advocacy could be an effective approach to achieving change. You will also highlight instances of corporate abuse by UK and other companies, areas where the private sector primarily plays a negative role and poses a significant barrier to ActionAid achieving our five strategic objectives. Where AAUK decides to take up any of the opportunities identified in the scoping research, you will take part in lobbying and media actions to bring about change in UK government or corporate policy and practice.

Management and key relationships

| | |
|-------------------------------|------------------------------|
| Staff managed | None |
| Reports to² | Head of Trade and Corporates |

Key Relationships

Internal: 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 corporates; ActionAid International Secretariat policy and campaigns staff

External: Key decision makers in UK government, EU parliament; international agencies and other UK, European, African and international campaigning organisations and networks working on corporate accountability issues, especially the CORE Coalition and European Coalition on Corporate Justice (ECCJ); Media and external specialists

Main Duties

| Duty | % Time ³ |
|---|---------------------|
| 1 Policy research and analysis for purposes of developing options for AAI federation and AAUK priorities for work on the private sector | 65% |
| 2 Help implement current campaign strategies, and develop and implement lobbying strategies vis a vis the government's policies and investments relating to the private sector in development | 25% |
| 3 Contribute to the work of the Policy & Campaigns Department and undertake other appropriate roles as requested by Head of Team | 10% |

Person Specification

Knowledge, skills and experience: key requirements

| | Requirement | Evaluation ⁴ |
|---|--|-------------------------|
| 1 | Good knowledge of and experience of working on issues relating to corporate accountability, business and human rights, and economic globalisation in relation to development issues, and the global actors and institutions that impact on business' role in development | App, Int, Test |
| 2 | 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 |
| 3 | An understanding of women's rights issues, gender analysis or feminist economics. | App, Int |
| 4 | Experience of creating and implementing advocacy strategies | App, Int |
| 5 | Proven political judgement and experience of lobbying government and other | App, Int |

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

³ Please note these percentages are an indication only of the weighting of the duties.

⁴ 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)

| | | |
|---|--|-----------|
| | institutions | |
| 6 | 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 |
| 7 | Experience of networking and contact building in Whitehall, Westminster, NGO development community. | App, Int |
| 8 | Excellent communications skills and the ability to translate complex material and data into clear and concise lobbying and campaigning documents. | Int, Test |
| 9 | Experience of using social media platforms for advocacy | App, Int |

| Competencies⁵ | | |
|---------------------------------|---|-------------------|
| | Requirement | Evaluation |
| 1 | Collaboration: The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships. | Int |
| 2 | Leadership & Management: 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 | Communication: 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 | Planning: 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 | Innovation: 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 | Action: Accepting ownership and accountability within an international organisation. Initiative and enthusiasm in responding quickly to changing priorities and meeting challenging deadlines. | Int, |

⁵ 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.