



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 Adviser		
Contract type ¹	Permanent	Contract length	Open ended
Grade/Starting salary	Grade 5 £35,098-£41,291	Date	May 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.

This role sits within the policy and campaigns department of ActionAid UK, which persuades and pressures UK policy makers on many international development issues, from development finance to biofuels to womens rights. We do this using a wide range of tactics, such as public campaigning, media pressure, political lobbying and persuasive research.

It is a particularly important time for aid – the initial focus of this policy adviser role - as the economic environment is putting aid is under pressure. At the same time ActionAid continues to push for improvements in the quality of aid, in partnership with international colleagues, in the lead up to an important international summit at the end of this year.

Main purpose of the role

- To undertake policy analysis, research and advocacy on economic justice and development finance issues, with an initial focus on aid
- To communicate this work through writing, media, social networks and public speaking
- To support the work on aid and development finance of ActionAid International

Management and key relationships

Staff managed ²	None
Reports to ³	Head of Economic and Social Development

¹ E.g. permanent or fixed term

² Please note ActionAid reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

³ Please note ActionAid reserves the right to change the line of management according to the needs of the organisation.

Key Relationships

- Economic and Social Development Team
- UK Policy & Campaigns Department, particularly the Public Affairs Team and Campaign Team
- Policy & Campaigns Director and the Chief Executive
- UK Communications Department, in particular the Media team
- ActionAid International (AAI) staff, especially, the International Head of Policy, and other country-based staff working on similar issues
- UK Government and parliament: MPs, civil servants and senior officials
- Academics, Media commentators and other opinion-formers
- UK and international NGOs working on relevant issues.
- UK and international journalists covering relevant issues

Main Duties

Duty	% Time ⁴
<p>1 Undertake policy analysis and research</p> <ul style="list-style-type: none"> • Produce rigorous policy analysis, reports and briefings with recommendations for changes in the policy and practice of UK government, international institutions and other relevant targets. • Undertake desk based and field research; commission researchers or coordinate country-based researchers, working with AAI Affiliates and Country Programmes, on prioritised areas of research and analysis. • Work with ActionAid International and AAUK colleagues to ensure that the team's work is informed by, aligned with and contributes to AAI's priorities • Work with the Women's Rights Officers to ensure strong gender analysis in all our work. • Monitor policy and political debates and developments on your current issues 	30%
<p>2 Take part in public and private debate</p> <ul style="list-style-type: none"> • Seek opportunities to communicate AA policy and thinking through writing articles, blogs, online debate and public speaking. • Network with colleagues in other NGOs and academic institutions, including those in the global south, to share intelligence and develop joint thinking. • Work with media colleagues to research and place media stories, and act as a spokesperson. • Work to provide opportunities for southern colleagues' access to advocacy and public platforms in the UK. 	25%
<p>3 Shape and implement advocacy strategies</p> <ul style="list-style-type: none"> • With colleagues, develop advocacy strategies. • Network with relevant UK and international networks to co-ordinate and undertake joint advocacy work. • Lobby civil servants, elected officials and other decision makers at national and international levels. • Provide written briefings for decision makers and for colleagues. • Help develop campaign plans and implement campaigns. • As part of the team undertake monitoring and evaluation of outcomes and impact of advocacy activities. • Work closely with colleagues in the Public Affairs team to input into submissions, reports and presentations on our issues. 	35%

⁴ Please note these percentages are an indication only of the weighting of the duties.

	women's rights. <ul style="list-style-type: none"> Ability to travel, up to a maximum of 8 weeks per year 	
Competencies ⁶		
	Requirement	Evaluation
1	Action – delivering the best outcome with the resources available, and demonstrating self motivation and resourcefulness	Int
2	Planning – ability to prioritise effectively	Int
3	Innovation – exhibiting original thinking, ingenuity and creativity	Int
4	Communication – using the most effective medium to get messages across powerfully, and constructing complex reports well	Test
5	Collaboration – gaining understanding, commitment and effective action of others	Int

⁶ 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.