JOB DESCRIPTION

Job Title: UK Policy and Advocacy Manager
Full time (35 hours per week)
£38,200 per annum. Fixed term (2 years) contract;

Job Purpose: The UK Policy and Advocacy Manager is responsible for leading Peace Direct’s advocacy efforts in the UK, aimed at key stakeholders including policymakers, think tanks, donors, and the peacebuilding sector.

Responsible to: US Executive Director (based in US, who is also responsible for Global Advocacy)

Key Responsibilities:

Development and implementation of Peace Direct’s UK advocacy strategy

- Building on Peace Direct’s Global Advocacy Strategy, draft and implement a UK specific policy and advocacy strategy, identifying key goals, stakeholders and activities.
- Work closely with and contribute to the leadership and coordination of Peace Direct’s global Advocacy Team, which includes Peace Direct’s US Executive Director and US Assistant Director for Policy (both based in the US), our UN Representative based in New York and EU Representative based in Brussels.
- Help lead and coordinate Peace Direct’s Advocacy Team, along with the US Assistant Director for Policy, to ensure the advocacy work is effectively organised, continually reviewed, and appropriately communicated within the organisation.
- Coordinate with the CEO to agree and implement engagement strategy for UK stakeholders.
- Collaborate with the Programmes and Research staff, as well as Communications to ensure that research, programmes, communications, and UK advocacy efforts align and mutually support each other.
- Ensure that Peace Direct’s series of reports and briefings have clear advocacy messages, are effectively disseminated to their intended audience and are complemented by advocacy activities that reinforce those messages (e.g. organising roundtable discussions, webinars, peacebuilder visits, etc).
- Lead in the development of policy briefs and submissions to the UK government to promote Peace Direct’s key messages and influence policy processes.

Networking and external collaboration

- Identify and engage with key allies in UK government, think tanks, the media etc, to promote Peace Direct’s key messages and advance the UK advocacy strategy.
- Forge close working relationships with Peace Direct’s peers in the UK (International Alert, Saferworld, Conciliation Resources etc) to amplify our collective efforts and participate in joint initiatives (events, campaigns etc).
• Seek out potential collaborating organisations in the UK who are aligned with Peace Direct’s values and mission.

Representation
• Represent Peace Direct at high-level meetings and events in the UK, in coordination with the CEO.
• Be the focal point at Peace Direct for our UK membership of networks and groups such as the Atrocity Prevention Working Group and Rethinking Security, attending meetings and feeding back to PD staff as necessary.
• Participate in relevant round table events, meetings and conferences on behalf of Peace Direct.

Co-learning with local partners
• Work with selected local partners to support and coordinate advocacy efforts, when appropriate.
• Identify resources to assist partners with their in-country advocacy activities.
• Contribute to developing collaborative advocacy efforts with local partners, as part of the Advocacy Team’s evolving partner engagements.
• Respond to partner requests related to advocacy, seek out partner input and perspectives on UK advocacy efforts, and promote partners and their work with UK policy stakeholders.
• When possible, organise advocacy visits with local partners to the UK, or with donors and decision-makers in country.

Organisational Learning:
• Track and document UK advocacy impacts, contributing to the Advocacy Team’s current impact monitoring process.
• With the Advocacy Team and Senior Learning and Impact Advisor, explore ways to more effectively monitor the impact of our advocacy work.
• Work with colleagues to promote organisational learning.
• Participate in team learning activities, including thematic working groups.

Travel:
• Occasional travel, sometimes to remote locations

Environment:
• The position is based at PD’s London office.

Reporting:
• This position reports to the US Executive Director

Person Specification

Essential

Technical skills/experience
• At least three years’ experience in a similar role, including experience of developing and implementing an advocacy strategy.
• Experience of engaging directly with policymakers to advance an organisation’s mission, influence policy change, and build relationships of trust.
• Solid understanding of peacebuilding.

Personal attributes
• Excellent representational skills
• Excellent interpersonal and team working skills
• Able to communicate with a wide range of people
• Excellent writing and verbal communication skills
• Highly organised and able to work to tight deadlines
• Calm and positive under pressure
• A passion for Peace Direct’s mission and focus on supporting locally led peacebuilding efforts.

Desirable
• Previous experience of working with local organisations
• Proficient French or Arabic
• Post graduate degree in a relevant field.