



JOB DESCRIPTION

Job Title	Policy and Advocacy Advisor
Line Manager	Lead Technical Advisor
Location	Bristol, United Kingdom, (Negotiable), occasional overseas travel
Flexibility	Office-based with potential for home working
Type of Contract:	FTE
Salary:	£37,300 p.a. pro rata

Purpose of the Role:

We are recruiting a Policy and Advocacy Advisor to strengthen Tree Aid's advocacy and influencing work across our projects and campaigns. We are seeking a confident and experienced advocacy professional with a record of impactful advocacy and a keen interest on climate and/or environmental policies. By working closely with country management and the UK Operations team, the incumbent will develop new areas of policy research, provide social, economic and political analysis and deliver advocacy campaigns influencing Government, UN and other multi-lateral processes linked to Tree Aids's programme of work.

This role will help amplify the impact of our work, deliver on our international influencing strategies and in helping Tree Aid achieve lasting change across the drylands of Africa. This role will also work closely with our communications team and we are seeking a candidate with a keen interest in media and strategic communications alongside significant advocacy experience.

This is a role based at Tree Aid-UK but with significant interaction with country teams engaged in national and regional advocacy. There will be a balance between engaging governments from the global north and multi-lateral institutions and contributing to broader national and local government policy change with our country teams.

The post holder will pro-actively engage in Tree Aid's influencing strategy for UNFCCC and UNCCD to deliver our advocacy priorities around SDGs and nature-based solutions as well as manage Tree Aid-UK's advocacy work with country teams. The role will work collaboratively with a number of key partner institutions aiming to influence international processes and initiatives, including the Great Green Wall for the Sahara and Sahel Initiative (GGWSSI) and its implementation by national governments.

Key responsibilities

Policy Research and Analysis

- Support UK Operations and Country Management teams in overall development of policy research and analysis and its documentation.
- Maintain and share up-to-date knowledge and understanding of key policy and political developments relating to our campaign areas and their potential effects on implementation of strategy.

Advocacy

- Oversee the development, implementation and coordination of advocacy and influencing strategies across projects and campaigns both in Tree Aid-UK and in country teams.
- In partnership with country teams, identify and capitalize on opportunities for advocacy at key international and regional moments, including UNFCCC, UNCCD and the GGWSSI.
- Help build strategic advocacy partnerships with a wide diversity of allies in the UK and globally
- In coordination with the Communication Manager, assist with the development of a communications strategy that supports TREE AID's influencing objectives.
- Coordinate the production of briefing papers, policy position and public communication materials.
- Build support for our proposals amongst target stakeholders and decision-makers in the UK Government, Parliament and civil service, overseas governments, and other international institutions

Representation

- Represent Tree Aid-UK at relevant working-groups engaged in UK, UN and multi-lateral lobbying as required,
- Represent Tree Aid-UK at meetings, panels and workshops.

Technical Advice, Capacity Building and Learning

- Lead capacity development initiatives to deepen the influencing opportunities across country programmes and partners.
- Support and share key learning and help to create an environment for innovation,

Other

- Any other duties as directed by the Line Manager.
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Person Specification

Personal Qualities

- A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
- Alignment with Tree Aid's vision, mission and values. (E)
- A global outlook with cultural sensitivity that takes into account ethnic, religious, language and geopolitical differences in all areas of Tree Aid's work. (E)
- A problem-solving, proactive and positive approach to work (E)
- Commitment to working with a value-based organisation. (E)
- Proven ability to quickly get up to speed on complex issues and to communicate them clearly to management (E)
- Ability to thrive in a medium, dynamic, growing organisation where you will drive your own projects as well as shape the organisation's overall approach. (E)

Experience

- A record of securing policy and/or legislative change through impactful advocacy, including building relationships with political stakeholders from across the political spectrum. (E)
- Experience of undertaking policy research and analysis. (E)
- Background in remote support for developing country offices and staff. (E)
- Experience in report writing (for funding agencies and publications). (D)
- Experience of working with rural development programmes in Africa. (D)
- Broad expertise on climate and/or environmental policies in the global context (E)

Qualifications

- A relevant degree in political science, social or development studies, or a related discipline. (E)

Skills/Knowledge

- Strong research, evaluation and analytical skills. (E)
- Good understanding of UK and international policy and advocacy environments. (E)
- Ability to assess trends likely to influence development processes and funding. (E)
- Excellent written and spoken English. (E)
- Good working knowledge in French (part of the interview process will be conducted in French). (E)
- Good interpersonal, communications, and facilitation skills and the ability to work in a multi-cultural team. (E)
- Self-motivated with good organisation, planning and management skills (E)
- Ability to work under pressure (E)
- A keen interest in media, messaging and strategic communications (E)

Any candidate offered a job with TREE AID is required to sign TREE AID's safeguarding policy and agree to conduct themselves in accordance with the provisions of the policy. This role requires DBS checks.