



JOB DESCRIPTION

Job Title:	Policy and Advocacy Advisor
Line Manager	Lead Technical Advisor
Location/Place of Work:	Bristol, United Kingdom, (Negotiable) occasional overseas travel
Type of Contract:	FTE
Salary:	£37,351 p.a.

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 advisor with a track record of impactful advocacy and a keen interest in media and strategic communications. By working closely with country management and the UK Operations team the incumbent will develop new areas of policy research, provide high quality and responsive social, economic and political analysis and provide strategic support on policy, advocacy and influencing across all Tree Aid strategic goals.

The role will have a predominant focus on the Great Green Wall for the Sahara and Sahel Initiative (GGWSSI) and its implementation by national governments and in helping Tree Aid become more visible and play a more active role in the UNFCCC climate change negotiations and climate change adaptation and the UNCCD.

This role will work closely with our communications team. Hence we are looking for someone with a keen interest in media and strategic communications alongside significant advocacy experience.

We strongly value diversity and welcome applications from applicants from all backgrounds. We particularly encourage applications from women and people with a Black, Asian or minority ethnic (BAME) background.

Areas of Responsibility:

Policy Research and Analysis

- Support UK Operations and Country Management teams in overall external development policy analysis.
- 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.
- Lead on policy and practice related research and analysis and its documentation.

Advocacy

- Oversee the development, implementation and coordination of advocacy and influencing strategies across our projects and campaigns
- Support TREE AID UK and our country programmes in planning and delivering their advocacy work and ensure that all project plans include influencing objectives.
- Ensure alignment of country programmes policy objectives with TREE AID's strategic priorities and ensure effective harmonisation of planning and management with TREE AID UK.
- 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

- Support the Operations team in external representation for TREE AID's strategy and advocacy agenda. Help to build and strengthen relationships with a wide diversity of allies in the UK and globally
- As relevant, represent TREE AID at events and conferences.

Technical Advice, Capacity Building and Learning

- Provide thought leadership on programme development and influencing agendas across country programmes.
- Lead capacity development initiatives to deepen the influencing approaches 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.
- Work with M&E Advisor on development of appropriate M&E framework for number of local, regional and national policies influenced and implemented).

Person Specification

Personal Qualities

- A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (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 track 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).

Qualifications

- A Masters 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.