



## Advocacy Officer Job Description

<b>Job Title:</b>	Advocacy Officer
<b>Hours:</b>	35 hours per week, 15-month contract with the possibility of extension. We are open to considering applications for a part time role that would require job share
<b>Salary:</b>	£30,628 p.a. (this salary includes London weighting), plus 6% pension contributions
<b>Reports to:</b>	AfGH Coordinator
<b>Based at:</b>	Home Based Working in the UK (some office based working available in central London, flexible working policy)

People living with or affected by HIV, from Black, Asian or minority ethnic (BAME) backgrounds or from other minoritized groups are particularly encouraged to apply and/or get in touch with any queries about the role – please email Katie ([katie@actionforglobalhealth.org.uk](mailto:katie@actionforglobalhealth.org.uk)).

### Action for Global Health Network

The [Action for Global Health Network UK](#) (AfGH) convenes and represents over 60 of the UK's leading NGOs, research institutions and health experts working to promote and improve global health. AfGH believes that the UK Government should play a leading role in realising the right to health for all globally and works on a broad range of health issues with a focus on the quantity and quality of UK development assistance for health. AfGH provides a unique co-ordination and convening role mobilising UK global health advocates working towards a common strategy to hold UK government and global health institutions and stakeholders accountable, as well as providing a vital platform for dialogue between UK and global civil society and the UK Government. The network strategy and day-to-day decisions are decided in consultation with the membership and guided by the AfGH Steering Committee and the host organisation, STOPAIDS.

### STOPAIDS

[STOPAIDS](#) is the host organisation for AfGH. STOPAIDS is the network of UK agencies working since 1986 to secure an effective global response to HIV and AIDS. With 70 organisation members behind us, STOPAIDS raises a united voice to rally and maintain the

UK's leadership in the global response to HIV. Together with people living with HIV, we fight for a global response that respects, protects and fulfils human rights. We give decision-makers the proof – and the push – they need to make the right, smart choices to help improve the lives of the millions of people around the world needing HIV treatment, prevention, care and support. Increasingly we also work on addressing issues relevant to both HIV and broader human rights and development such as access to medicines and sustaining development gains in middle income countries.

### **Benefits of working at STOPAIDS/Action for Global Health**

We offer a number of benefits including:

- A group stakeholder pension scheme with 6% employer contributions
- An individual learning and development budget allocated to staff members each year
- 25 days of annual leave per year (excluding bank holidays), plus 1 day for every year of service
- Flexible working and work patterns, including arrangements such as non-standard working hours and working from home
- Enhanced maternity and paternity pay for employees with 1 years' service or more

### **The Position**

The Advocacy Officer works with the Coordinator to develop and implement the organisation's advocacy strategy, focused on ensuring that global health is integrated within policy and funding priorities in the UK and internationally.

The role will require some travel to and from London for AfGH related activities.

### **Key Accountabilities**

1. To support the development of AfGH's advocacy strategy and lead on delivery of agreed advocacy objectives. [70%]
2. To support the advocacy and campaigning activities of the Students for Global Health Coordinator. [10%]
3. To support the Coordinator and Senior Network & Sustainability Adviser with the development of funding proposals, and reporting to donors and other stakeholders on AfGH's work. [15%]
4. Other duties as directed by the Coordinator. [5%]

To secure the financial sustainability of the organisation, it may be necessary for individual staff members to commit up to 20% of their time on projects that are specifically designed to raise funds. These projects will be aligned to our charitable purpose. It is recognised that other activities in the job description or work plan will have to be de-prioritised if this is the case.

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- 1. To support the development of AfGH's advocacy strategy and lead on delivery of agreed advocacy objectives. [70%]**

Strategy

- Support the Coordinator with the process of developing and agreeing the organisation's advocacy strategy;
- Develop strategic plans for agreed advocacy objectives;
- Responsible for monitoring the implementation of individual strategic objectives, updating these as appropriate
- Use knowledge and insight into the political environment to inform the organisation's advocacy actions;

#### Outreach & influencing

- Develop and utilise advocacy channels for the organisation to achieve relevant advocacy objectives;
- Initiate and maintain strategic relations with civil servants working in all relevant departments;
- Work with all relevant APPGs to foster and build support for relevant advocacy aims amongst parliamentarians;
- Build partnerships and coordinate work with other networks and allies in the field of global health in the UK and beyond to maximise the chance of securing advocacy wins;
- Develop and maintain clear lines of communication with advocates and key stakeholders internationally and use this to inform our work;
- Manage relationships and communication with international institutions and partner networks;
- Develop policy positions and other useful resources in relation to the advocacy objectives;

#### Member engagement

- Working with the Senior Network and Sustainability Advisor motivate & co-ordinate members to maximise their engagement and use of own organisational capacity and voice;

#### Communication

- Undertake and support the Communications & Campaigns Officer in media outreach to support our advocacy strategy;
- Support the Communications & Campaigns Officer in generating social media and website content.

### **2. To support the advocacy and campaign activities of the Students for Global Health Coordinator [10%]**

- Support the Students for Global Health Coordinator to implement relevant areas of their advocacy and campaign strategy and build student campaigning support.

### **3. To partner colleagues with the development of funding proposals and reporting to donors and other stakeholders on AfGH's work [15%]**

- To assist in identifying relevant donors and attend meetings as requested;
- To provide expertise in the development of concept notes and project proposals which will form the basis of funding submissions;
- To support the development of project budgets for donors, led by the Senior Network & Sustainability Adviser and Coordinator;

- To collect information and compile narrative reports on work undertaken to donors;
- To support the Senior Network & Sustainability Adviser to ensure robust financial reports are submitted to donors;
- Work in partnership with colleagues to produce robust M&E to cover the organisation's advocacy work.

#### **4. Other duties as directed by the Coordinator. [5%]**

### **Person Specification**

#### **Knowledge and Experience**

##### **Essential**

- At least 2-3 years proven knowledge and experience of development and delivery of advocacy and campaigning strategies
- Proven knowledge and experience of the UK parliamentary system
- Knowledge of international development and/or global health issues

##### **Desirable**

- Understanding of, or experience communicating on AfGH's current global health priorities, including: universal health coverage, health systems strengthening, human resources for health, global health and climate change
- Knowledge of and experience of government departments and donor communities
- Proven experience of working with members of a network and knowledge of how it is different to working in one single organisation
- Strong contacts with key actors within UK government (esp. DFID), parliament, NGOs and international actors relevant to global health
- Experience of effectively using the media to build awareness around campaigns

#### **Skills and Abilities**

- Excellent written and oral communication skills
- Proven ability to develop consensus policy positions and write high-quality policy papers
- Proven ability to develop and implement advocacy strategies
- Proven ability to support local, national and international advocacy initiatives of others.
- Able to motivate/inspire others with ideas
- Innovative, energetic, solution-orientated approach to work
- Ability to represent the organisation in a variety of fora in the UK and internationally
- Strong project planning skills with proven ability to organise and prioritise tasks and to manage own time efficiently
- Ability to understand and manage project finances
- Computer literate (Word, Excel, Internet, Outlook, Project, Powerpoint)
- Available and able to travel in UK and Europe.

**STOPAIDS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive positive consideration for**

**employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, HIV status, national origin, genetics, disability, or age.**