

# **STOPAIDS.** UNITING UK VOICES ON THE GLOBAL RESPONSE

**Title:** Multilaterals Engagement & Liaison Officer

**Salary:** £29,881

**Hours:** 35 hours per week

**Reports to:** Advocacy Manager

**Based at:** STOPAIDS Office, Grayston Centre, 28 Charles Square, London N1 6HT

## **STOPAIDS**

STOPAIDS is the network of UK agencies working since 1986 to secure an effective global response to HIV and AIDS. With 70 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.

UNITAID is a global health agency based in Geneva that focuses on the development, delivery, and demand generation for innovative health technologies, diagnostics and treatment of HIV/AIDS, malaria, tuberculosis, and co-infections of those diseases in developing countries. See: [www.unitaid.eu](http://www.unitaid.eu) for further information.

## **The Position**

The post holder will be responsible for coordinating the engagement and outreach of the NGO delegation to the board of UNITAID. They will also support the Advocacy Manager on STOPAIDS HIV Prioritisation and Integration advocacy work.

## Key Accountabilities

1. Coordinating the global consultation, communication and engagement project of the UNITAID NGO delegation, including organising biannual consultation meetings, and coordinating global consultation and feedback on UNITAID with 200+ civil society actors. (40%)
2. Manage all stages of the UNITAID NGO delegations' independent project, including budget management, implementation, reporting, etc. (15%)
3. Support and advance NGO delegation policy priorities (15%)
4. Support STOPAIDS advocacy work on HIV Prioritisation (25%)
5. Other duties as directed by the STOPAIDS Advocacy Manager (5%)

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### **1. Coordinating the global consultation, communication and engagement project of the UNITAID NGO delegation, including organising biannual consultation meetings, and coordinating global consultation and feedback on UNITAID with 200+ civil society actors.**

- 1.1 Manage communication and consultation with global civil society on UNITAID issues, including coordinating UNITAID Board and Committee document review, regular teleconferences on key issues, and writing/disseminating meeting reports.
- 1.2 Manage functioning of stakeholder group of 200+ civil society actors worldwide, ensuring members are kept informed of/consulted on NGO delegations' activities
- 1.3 Organise 2 x 3-day pre-Board meeting for 4 or more funded NGO representatives (and a number of self-funding participants) including logistics, finance processes, content, and NGO representatives' subsequent attendance at UNITAID Board meetings
- 1.4 Organise learning sessions via teleconference/webinar, providing training to global civil society actors on issues relevant to UNITAID e.g. intellectual property.
- 1.5 Coordinate effective self-management of the delegation, including tracking of work commitments and helping the delegation anticipate issues and workloads.
- 1.6 Manage and develop the relevant social media channels of the NGO delegation and ensure the delegation website is kept updated and engaging.

### **2. Manage all stages of the UNITAID NGO delegations' independent project, including budget management, implementation, reporting, etc.**

- 2.1 Manage NGO delegation's independent project, including following progress of annual fundraising proposal to UNITAID, ongoing budget monitoring and management of spend, implementation of activities, and final grant reporting.
- 2.2 Manage administration of sub-grants made to Board/delegation members.
- 2.3 Monitor and evaluate performance against grant and project objectives on an ongoing basis.
- 2.4 Recruit new NGO Board members as needed, utilising an open and transparent process, and support handover between incoming and outgoing Board members.

2.5 Ensure robust and transparent processes are used in all areas of the delegation's work, including selection of meeting attendees, sharing of feedback after key meetings etc.

**3. Support and advance NGO delegation policy priorities.**

3.1 Organise a bi-annual retreat for the delegation in coordination with key allies including the Communities delegation, and working closely with the NGO board members take responsibility, for driving forward the policy and action priorities agreed there.

3.2 Support the implementation of the UNITAID Civil Society Engagement Plan

3.3 Establish collaborative and open working relationship with the Communities Board Delegation and Liaison Officer.

3.4 Represent UNITAID NGO delegation and their network with relevant external actors and support policy/advocacy work in their areas of interest

3.5 Write and manage design and distribution of relevant publications and reports, such as meeting communiqués.

3.6 Take a lead in coordinating resource mobilisation outreach and actions with civil society actors in current and target donor countries, collaborating with key stakeholders including CS groups active on Global Fund replenishment and the Unitaid secretariat.

3.7 Take on distinct pieces of work in other areas of policy by agreement with the NGO Board Members.

**4. Support STOPAIDS HIV Prioritisation and Integration Advocacy Work**

4.1 Coordinate input from and provide regular updates to STOPAIDS members on STOPAIDS HIV Prioritisation and Integration work

4.2 Support relationship building with civil servants and parliamentarians

4.3 Carry out timely analysis of relevant policy reports published by UK and international stakeholders

4.4 Contribute towards the development and dissemination of STOPAIDS policy products

4.5 Support the organisation of events

4.6 Contribute to the financial sustainability of STOPAIDS through supporting on grant applications and reporting

4.7 Promote the Meaningful Involvement of People Living with HIV in STOPAIDS advocacy work

**5. Other duties as directed by the STOPAIDS Advocacy Manager**

## Person Specification – Multilaterals Engagement & Liaison Officer

### Education

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Educational qualification in a relevant area</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Proven excellent coordination and project management skills.</li> <li>• Experience of grant management, and of managing budgets and financial processes</li> <li>• Experience of organising large meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of global health issues, especially access to medicines and intellectual property barriers.</li> <li>• Policy and advocacy experience, and experience of external representation</li> <li>• Experience of working with global civil society networks.</li> </ul>

### Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Fully computer literate</li> <li>• Excellent written and verbal English.</li> <li>• Excellent organisational skills, and ability to prioritise</li> <li>• Good networking skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in French</li> <li>• Knowledge of utilising social media to raise understanding and promote engagement in an issue</li> <li>• Understanding of the global AIDS, TB and Malaria responses</li> </ul>

### Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> <li>• In sympathy with the ethos of STOPAIDS and capable of communicating in line with vision, mission, core values and principles.</li> <li>• Ability to use diplomacy and tact.</li> <li>• Ability to work flexibly and effectively as part of a team.</li> <li>• Ability to work accurately under pressure and to manage time effectively</li> <li>• Outgoing with excellent interpersonal skills, with track record of building excellent relationships.</li> <li>• Commitment to and understanding of Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in international development</li> <li>• Interest in and commitment to UK and international HIV and AIDS sectors</li> </ul>