

STOPAIDS.

Advocacy Manager Job Description

Job Title:	Advocacy Manager
Salary Grade:	£39,968
Hours:	35 hours per week [part-time 28 hours a week pro rata can be considered]
Contract length:	Maternity cover (10 months)
Start date:	Mid August
Reports to:	Director
Based at:	STOPAIDS, Grayston Centre, 28 Charles Square, London N1 6HT

STOPAIDS

STOPAIDS is a network of over 70 not-for-profit, faith-based and academic agencies. Based in the UK, with strong links to governments, international and multilateral agencies, STOPAIDS has been working at the heart of the response to HIV and AIDS since 1986. It has a staff team of six.

STOPAIDS achieves its impact through its membership, which works directly with more than 130 million people worldwide, and by engaging decision-makers through the development of policy, identifying best practice, lobbying and conducting public campaigns.

The Position

The Advocacy Manager works with the Director to lead the development and co-ordination of the organisation's advocacy work and works to ensure that UK stakeholders continue to play a leading role in achieving the SDG goal of ending AIDS as a public health threat by 2030.

An excellent team leader, the Advocacy Manager is both a source of expertise to the wider staff team and the membership, and a first-class convener, capable of drawing out the voice and leadership of people living with and affected by HIV, member organisations and other members of staff.

A sound tactician, the Advocacy Manager plays a critical role in developing the distinctive voice of our lobbying and campaigns and ensuring strong synergies between them.

As with all STOPAIDS staff, and in partnership with the Director, the Advocacy Manager will work to ensure the sustainability of the organisation contributing 15% of his/her time to fundraising.

The role would be subject to a three-month probation period.

Key Accountabilities

1. To lead, in partnership with the Director, the development, implementation and monitoring of the organisation's advocacy priorities and specifically lead on assigned advocacy objectives. [50%]
 2. To co-ordinate the advocacy team on a day-to-day basis with line-management to the Senior Advocacy Advisor and the Advocacy Officer [15%]
 3. To partner the Director in overseeing the development and implementation of the organisation's advocacy strategy, including the advocacy components of the Results Framework and the organisation's monitoring and evaluation approach [15%]
 4. To partner the Director, Development and Network Manager and membership, in the development and submission of funding proposals and reports relating to the organisation's advocacy work, and manage grants applicable to identified priority advocacy areas [15%]
 5. Application of MIPA (Meaningful Involvement of People Living with HIV) principles to STOPAIDS work [5%]
-

1. To lead, in partnership with the Director, the development, implementation and monitoring of the organisation's advocacy priorities and specifically lead on assigned advocacy objectives. [50%]

Strategy

- In partnership with the Director, lead the Advocacy Team in the process of developing, implementing and monitoring the organisation's advocacy strategy and feeding into the broader strategic vision for the organisation;
- Encourage and coordinate STOPAIDS membership involvement into advocacy strategies and work plans when and where relevant;
- Develop strategic plans and lead implementation for assigned advocacy objectives; and ensure cohesion of strategic plans and approaches across the team;
- Be responsible for ensuring the effective monitoring and evaluation of the implementation of the team's strategic advocacy objectives and approaches and work with colleagues and members to update and improve where necessary;
- Use insight into the political environment to inform the organisation's advocacy targets and 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 the Department for International Development, the Department for Health and Social Care and other relevant departments as necessary;
- Work with the APPG on HIV & AIDS Policy Officer to foster and build support for relevant advocacy aims amongst parliamentarians; and with other APPGs and committees as relevant.
- Build partnerships and coordinate work with other networks and allies in the field of health and human rights in the UK and beyond to maximise the chance of securing advocacy wins;
- Establish and maintain a close working relationship with Youth Stop AIDS staff and Restless Development management staff to ensure effective collaboration and implementation of the campaign strategy, and build public support for campaigning activities;
- 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 including the Global Fund, UNITAID, WHO, UNAIDS, private foundations, pharmaceutical companies and other relevant institutions;
- Lead or have oversight of the development of all STOPAIDS policy positions and other useful resources for advocacy purposes.

Member engagement

- Motivate & co-ordinate members to maximise their engagement and use of own organisational capacity and voice;
- Develop and maintain robust advocacy team approaches to promote the voice and leadership of people living with and affected by HIV, member organisations and other members of staff.

Communication

- Drive Advocacy team involvement to help shape the STOPAIDS communications strategy and comms activities in partnership with the Office Co-ordinator.
 - Implement relevant areas of the media strategy and undertake media outreach to achieve advocacy objectives.
 - Maintain a vibrant online presence, generating social media and website content.
2. To co-ordinate the advocacy team on a day-to-day basis with line-management to the Senior Advocacy Advisor and the Advocacy Officer [15%]
- Oversee the work of and provide support and guidance as needed for all members of the advocacy team and those working on advocacy topics;
 - Line manage the Senior Advocacy Advisor and the Advocacy Officer providing daily ad hoc support as well as weekly structured 1-2-1s

and annual performance assessments as part of the organisation's broader staff evaluation processes.

3. To partner the Director in overseeing the development and implementation of the organisation's advocacy strategy, including the advocacy components of the Logical Framework and the organisational monitoring and evaluation approach [15%]
 - Work with the Director to guide the advocacy work, as a whole, towards achievement of the organisational strategic goals. Oversee the use and development of the parliamentary and government relations strategies and comms strategies and ensure cohesion between them.
 - Work with the Director to ensure the advocacy team follows the organisational M&E processes and uses advocacy tools effectively. Ensure regular evaluation of the advocacy theories of change and delivery of appropriate data for the Logical Framework using tools such as Salesforce;
 - Coordinate the gathering and analysis of the political environment as it relates to HIV and AIDS and use this to inform the organisation's advocacy actions;
 - Develop and maintain clear lines of communication with advocates and key stakeholders internationally and use this to inform and increase the impact of our work in the UK and internationally.
4. To partner the Director, Development and Network Manager and other staff in the development and submission of funding proposals and reports relating to the Organisation's advocacy work, and manage grants applicable to relevant advocacy objectives [15%]
 - Be proactive in the identification of relevant donors for our advocacy work;
 - Provide expertise in the development of concept notes and project proposals which will form the basis of funding submissions;
 - Support the Development and Network Manager to prepare annual and project budgets for donors;
 - Collect information and compile narrative reports on work undertaken to donors;
 - Work in partnership with the Director and the Operations and Development Manager to ensure robust financial reports are submitted to donors.
5. Application of MIPA (Meaningful Involvement of People Living with HIV) principles to STOPAIDS work [5%]
 - Ensure that STOPAIDS applies its organisational MIPA principles to all areas of its work to the highest level
 - Share MIPA best practice with the STOPAIDS network
 - Undertake an annual review of the effectiveness of STOPAIDS MIPA strategy

Person Specification

Knowledge and Experience

Essential

- At least 3-4 years proven knowledge and experience of development and delivery of advocacy and campaigning strategies
- Proven knowledge and experience of the UK parliamentary system and of working with relevant government departments & donor communities
- Proven experience of providing on-going support to organisations involved in advocacy and lobbying
- Proven experience of working with members of a network and knowledge of how it is different to working in one single organisation
- Experience of effectively managing or guiding the work of others to achieve results
- Experience of developing and implementing advocacy strategies, particularly the Theory of Change approach.
- Proven experience of presenting effectively at UK and International level
- Knowledge of HIV/AIDS and its impact in developing countries
- Understanding of the key issues involved in access to prevention, care and treatment in the context of international development
- Experience of relevant health advocacy and policy issues in the UK and Europe, particularly in regard to the intellectual property and regulatory barriers that can prevent access to quality and affordable medicines.

Desirable

- Experience of developing and maintaining advocacy monitoring and evaluation frameworks
- Strong contacts and established relationships with key actors within UK government (especially DFID and DHSC), parliament, NGOs and international actors relevant to global health and HIV
- Demonstrated experience of effectively using the media to build awareness of and impact for advocacy campaigns

Skills and Abilities

Essential

- 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, Sharepoint)
- Available and able to travel internationally.