



# Senior Policy & Engagement Adviser

## Role content and purpose

The Senior Policy & Engagement Adviser will work across Development Initiatives' (DI's) portfolio of humanitarian work – which provides clear and objective evidence on crisis-related financing and programming – to improve policy and practice for people affected by crises. We engage across the world with decision-makers and responders at all levels, from global leaders to local civil society, to ensure that no one is left behind.

Working in the Engagement & Partnerships Team, the Senior Policy & Engagement Adviser will report to the Director of Engagement & Partnerships. The successful candidate will play a central role both in producing and promoting our policy work, leading on specific policy areas and contributing to such flagship publications as the [\*Global Humanitarian Assistance Report\*](#). The postholder will lead our humanitarian engagement strategy, representing DI externally and engaging with stakeholders at all levels to gather and share evidence, and catalyse its use for change.

The role will involve line- and budget-management responsibilities.

## Person specification

### Education/qualifications

- Educated to degree – preferably postgraduate degree – level (or an equivalent academic qualification), in a relevant discipline
- Five to ten years' experience in – ideally – development, humanitarian or international relations policy development, engagement and research/analysis
- At least two years' post-qualification experience working in humanitarian contexts would be desirable.

### Personal skills/qualities

- Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing
- Comfortable with making and supporting a range of decisions within expertise area
- Ability to interact with employees at all levels of the organisation
- Ability to work under pressure yet deliver on time with attention to detail and accuracy
- Ability to work both independently, with minimal support, and in a team environment
- Good people-management skills; the ability to develop others, imparting knowledge and experience in an accessible and clear manner

- Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers
- Confidence to speak and present at a range of internal and external forums
- Excellent organisational and project-management skills.

## Knowledge/technical competencies

### Essential

- First-rate written skills and analytical skills, evidenced in published work, with the ability to present complex issues clearly to a wide audience
- Proven understanding and experience of the humanitarian system, including knowledge of financing mechanisms and the actors involved in funding and delivering humanitarian assistance
- Strong engagement and networking experience, with a wide range of contacts and proven experience of managing relations/influencing a range of stakeholder groups, including governments, multilateral organisations, regional organisations, CSOs, politicians, the media and the private sector
- Knowledge of the operational structures and priorities of a range of key policy actors, including multilateral agencies and inter-agency groups, DAC and non-DAC donors, regional actors, developing country governments, think tanks and NGOs
- Good understanding of quantitative research methods; the ability to work with data to develop clear and accessible written products and presentations
- Excellent presentation skills, with experience in public speaking and facilitation
- Fluency in written and spoken English
- Experience of managing staff and leading a team
- Ability to undertake international travel.

### Desirable

- Experience of working in a matrix or project-based environment and delivering consultancy work for international clients
- Experience of working in development contexts or with governments, regional bodies and international institutions
- Foreign language skills, particularly Arabic or French.

## Role specification

### Duties and responsibilities

#### Technical duties

- Builds and manages relationships with key external stakeholders in crisis-related financing and response (including public officials in donors, regional bodies, governments, and representatives of multilateral agencies and civil society)
- Scopes and maintains new partnerships and opportunities for change in humanitarian financing and response
- Represents DI at high-level forums; develops and delivers presentations to a senior audience

- Develops and delivers effective engagement and influencing strategies for DI's humanitarian work, including monitoring and evaluation of our impact
- Co-authors DI's flagship *Global Humanitarian Assistance Report*; writes other reports, undertaking policy research and analysis to inform these as required
- Writes organisational responses to global/regional policy reports and processes; makes recommendations for internal and external action
- Works closely with colleagues to develop and deliver effective engagement content – including writing briefings, reports, factsheets and blogs
- Undertakes consultancy work and/or manages others to deliver consultancy projects as required
- Inputs into organisational strategic planning processes and documents, and applies internal strategies to day-to-day work
- May be required to carry out other reasonable duties and responsibilities from time to time as assigned.

### **Strategic scope**

- Leads the development and implementation of DI's humanitarian engagement strategy
- Helps to build and maintain DI's relationship with key humanitarian stakeholders
- Inputs into organisational strategic documents and application of strategy
- Develops and works with others to lead DI's policy on specific thematic areas and cross-cutting issues, with a particular focus on populations in crisis and humanitarian response
- Proactively follows relevant external developments, building and sharing internal knowledge on current and emerging issues, and developing DI's public position on these.

### **Business skills and responsibilities**

- Provides policy advice and technical assistance on implementation of strategy as directed by the Leadership Team
- Implements and manages strategic projects and activities in line with DI's vision, mission, values and goals
- Assists in the development of new projects and identification of new and emerging opportunities
- Manages a project budget or elements of a project budget
- Develops and maintains project partnerships
- Works across teams to manage capacity, provide quality assurance on areas of expertise and ensures delivery of content within budget and on time
- Demonstrates creativity in applying solutions.

### **Management duties**

- Manages up to two staff, ensuring line reports are delivering to a high standard across their objectives, and performance managing or up-skilling if and when appropriate
- Provides leadership and motivation to team members
- Contributes at team meetings and provides updates for Leadership Team meetings as required
- Takes responsibility for health, safety and security obligations for team members

- Manages contractor relationships as needed, including formulating terms of reference and overseeing the delivery of results.

### **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

### **Contractual details**

Start date: December 2017

Salary: £38,000 pa

Contract Length: 12-month fixed-term contract

Location: Bristol or home-based

Hours: 35 hours per week

Probation: 3 months

Leave: 25 days plus all bank/public holidays

Benefits: Refer to <http://devinit.org/#!/about/working-for-us>

### **Application details**

Your CV (no more than 3 pages) and covering letter, detailing your skills and evidence of experience, and how they relate to the job description, should be emailed to HR@devinit.org, quoting ref: SNR Policy & Engage in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 12 pm (BST) 24 September 2017

First interviews: 3 October 2017

Second interviews: 10 October 2017

### **Other**

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at [www.devinit.org/about/working-us/](http://www.devinit.org/about/working-us/)