



**senior advisor**

Bristol, UK

September 2019

# About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

***“An indispensable tool that shines a light on progress” DFID Senior Humanitarian Policy Advisor (about our *Global Humanitarian Assistance Report 2017*)***

# Senior Advisor, Bristol, UK

## Role content and purpose

The Senior Advisor will help lead Development Initiatives' (DI's) portfolio of work on crisis financing – 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.

The successful candidate will play a central role leading our research and policy work to inform policy. As part of DI's Global Humanitarian Assistance work, they will lead the identification, development and delivery of projects on emerging crisis financing issues to catalyse change. The postholder will gather and communicate evidence as part of DI's growing portfolio of work on crisis financing, developing innovative policy-relevant research on financing in crisis contexts – development and humanitarian, public and private, tried-and tested and emergent and innovative.

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

## Duties and responsibilities

### Technical Duties

- Identify and lead the development of policy-relevant research, analysis and outreach on emerging crisis financing issues, including the conceptualisation of projects.
- Write robust content for DI publications, both independently and collaboratively with other DI staff and / or consultants.
- Build and manage 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) across humanitarian and development communities, identifying opportunities to influence change in policy and behaviour.
- Contribute to the development and implementation of DI's future strategies on crisis financing.
- Represent DI at high-level forums; develops and delivers presentations to a senior audience.
- Work closely with colleagues and across and between teams to develop and deliver effective engagement content – including writing briefings, reports, factsheets and blogs.
- Support the monitoring and evaluation of our impact.
- Undertake consultancy work and/or manage others to deliver consultancy projects as required.

## Strategic scope

- Lead the development and implementation of specific projects within DI's Global Humanitarian Assistance portfolio.
- Input into organisational strategic documents and application of strategy.
- Develop and work with others to lead DI's policy on specific thematic areas and cross-cutting issues, with a particular focus on populations in crisis.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document including team management and leadership duties.

## Person specification

Area		Essential/ Desirable
Experience	<ul style="list-style-type: none"> <li data-bbox="528 434 1190 533">• Seven to ten years' experience in, ideally, development, humanitarian or international relations policy development, engagement and research/analysis.</li> <li data-bbox="528 555 1190 618">• At least two years' post-qualification experience working in humanitarian contexts</li> <li data-bbox="528 640 1259 739">• Demonstrable experience of conceptualising and delivering high-quality policy-relevant research and analysis, including working with data, to develop clear and accessible written materials</li> <li data-bbox="528 761 1243 824">• Experience of working in a matrix or project-based environment and delivering consultancy work for international clients</li> <li data-bbox="528 846 1190 909">• Experience of working in development contexts or with governments, regional bodies and international institutions</li> <li data-bbox="528 931 1091 965">• Experience of managing staff and leading a team</li> </ul>	<p data-bbox="1302 434 1318 465">E</p> <p data-bbox="1302 555 1318 586">D</p> <p data-bbox="1302 685 1318 716">E</p> <p data-bbox="1302 770 1318 801">D</p> <p data-bbox="1302 855 1318 887">D</p> <p data-bbox="1302 931 1318 963">D</p>
Skills and abilities	<ul style="list-style-type: none"> <li data-bbox="528 1039 1270 1102">• Excellent analysis and research skills, with evidence of being able to effectively work with data and apply this to inform policy</li> <li data-bbox="528 1124 1219 1187">• Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers</li> <li data-bbox="528 1209 1243 1339">• Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing including strong presentation and public speaking</li> <li data-bbox="528 1361 1214 1424">• Strong engagement, influencing and relationship skills with a diverse range of stakeholders</li> <li data-bbox="528 1447 1227 1545">• Ability to work effectively, both independently and in a team, under pressure and deliver on time with attention to detail and accuracy</li> <li data-bbox="528 1568 1155 1599">• Excellent organisational and project-management skills</li> <li data-bbox="528 1621 1219 1720">• Ability to present complex issues clearly to a wide range of audiences and in a variety of written forms (briefings, reports, blogs, articles etc)</li> <li data-bbox="528 1742 1243 1904">• Strong engagement and networking experience, with a wide range of contacts and proven experience of managing relations with / influencing a range of stakeholder groups, including governments, multilateral organisations, regional organisations, CSOs, politicians, the media and the private sector</li> <li data-bbox="528 1926 975 1957">• Ability to undertake international travel</li> <li data-bbox="528 1980 815 2011">• Foreign language skills</li> </ul>	<p data-bbox="1302 1039 1318 1070">E</p> <p data-bbox="1302 1155 1318 1187">E</p> <p data-bbox="1302 1263 1318 1294">E</p> <p data-bbox="1302 1379 1318 1411">E</p> <p data-bbox="1302 1487 1318 1518">E</p> <p data-bbox="1302 1550 1318 1581">E</p> <p data-bbox="1302 1657 1318 1688">E</p> <p data-bbox="1302 1774 1318 1805">E</p> <p data-bbox="1302 1935 1318 1966">E</p> <p data-bbox="1302 1975 1318 2007">D</p>

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Education	<ul style="list-style-type: none"> <li>• Educated to degree, preferably postgraduate degree, level (or an equivalent academic qualification), in a relevant discipline</li> </ul>	E
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Knowledge	<ul style="list-style-type: none"> <li>• Proven understanding and experience of crisis contexts, with an understanding of the evolving crisis financing landscape and relevant actors in this field, a distinct advantage</li> <li>• 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</li> </ul>	E  E
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## Contractual details

Start date: From September 2019  
Location: DI's Bristol office at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL  
Salary: Up to £40,000 per annum, depending on experience  
Length: Permanent  
Hours: 35 hours a week  
Probation: 3 months  
Leave: 25 days pro rata, plus all bank/public holidays

## Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: **SNR Advisor** 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: 26 August 2019

First interviews: September 2019

## 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 website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

*People are our greatest asset.* You often hear it said, and at Development Initiatives, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓