



# senior engagement 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 Engagement Advisor, Bristol, UK

## Role content and purpose

The Senior Engagement Advisor 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 Engagement Advisor will report to the Head of Engagement. The successful candidate will play a central role both in producing and promoting our policy work. Working closely with the Crisis and Humanitarian Lead, the postholder will lead on specific policy areas and will be responsible for developing and driving forwards DI's humanitarian engagement strategy. In doing so, they will deepen and broaden DI's engagement with stakeholders, representing DI externally and will gather and share evidence to catalyse its use for change. The successful candidate will also play a leading role in identifying, developing and delivering projects on emerging crisis financing issues, as well as contributing to such flagship publications as the [\*Global Humanitarian Assistance Report\*](#).

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

## Duties and responsibilities

### Technical Duties

- 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), identifying opportunities to influence change in policy and behaviour.
- Represent DI at high-level forums; develop and deliver presentations to a senior audience.
- Write reports, independently and co-authoring with others, undertaking policy research and analysis to inform these as required.
- 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 manages others to deliver consultancy projects as required.

### Strategic scope

- Lead the development and implementation of DI's humanitarian engagement strategy with the Crisis and Humanitarian Lead.

- 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 and humanitarian response.

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 1193 533">• Five to ten years' experience in, ideally, development, humanitarian or international relations policy development, engagement and research/analysis.</li> <li data-bbox="528 555 1193 622">• At least two years' post-qualification experience working in humanitarian contexts.</li> <li data-bbox="528 645 1241 808">• 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="528 831 1091 862">• Experience of managing staff and leading a team</li> <li data-bbox="528 884 1246 952">• Experience of working in a matrix or project-based environment and delivering consultancy work for international clients</li> <li data-bbox="528 974 1193 1039">• Experience of working in development contexts or with governments, regional bodies and international institutions</li> </ul>	<p data-bbox="1294 434 1321 465">E</p> <p data-bbox="1294 555 1321 586">D</p> <p data-bbox="1294 712 1321 743">E</p> <p data-bbox="1294 831 1321 862">E</p> <p data-bbox="1294 898 1321 929">D</p> <p data-bbox="1294 1010 1321 1041">D</p>
Skills and abilities	<ul style="list-style-type: none"> <li data-bbox="528 1115 1241 1182">• Excellent engagement, influencing and relationship skills with a diverse range of stakeholders</li> <li data-bbox="528 1205 1241 1330">• 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 1352 1241 1456">• 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 1478 1257 1581">• Good people-management and decision-making skills; the ability to develop others, imparting knowledge and experience in an accessible and clear manner</li> <li data-bbox="528 1603 1225 1671">• Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers</li> <li data-bbox="528 1693 1161 1724">• Excellent organisational and project-management skills</li> <li data-bbox="528 1747 1209 1778">• Ability to present complex issues clearly to a wide audience</li> <li data-bbox="528 1800 1241 1881">• Analytical and research skills demonstrating the ability to work with data to develop clear and accessible written products and presentations</li> <li data-bbox="528 1904 979 1935">• Ability to undertake international travel</li> <li data-bbox="528 1957 820 1989">• Foreign language skills</li> </ul>	<p data-bbox="1294 1115 1321 1146">E</p> <p data-bbox="1294 1236 1321 1267">E</p> <p data-bbox="1294 1344 1321 1375">E</p> <p data-bbox="1294 1514 1321 1545">E</p> <p data-bbox="1294 1630 1321 1662">E</p> <p data-bbox="1294 1684 1321 1715">E</p> <p data-bbox="1294 1738 1321 1769">E</p> <p data-bbox="1294 1792 1321 1823">E</p> <p data-bbox="1294 1908 1321 1939">E</p> <p data-bbox="1294 1962 1321 1993">D</p>

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>• 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
	<ul style="list-style-type: none"><li>• Proven understanding and experience of the humanitarian system, with an understanding of the evolving crisis financing landscape and relevant actors in this field, a distinct advantage</li></ul>	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 Engagement 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)	✓	✓	✓