

Operational / External Title: Policy Specialist	
Role Title:	WPS Policy Adviser (Humanitarian and Climate)
Date of JD Review:	March 2025
Department:	Advocacy and Influencing
Team:	Women, Peace and Security
Tenure:	Full time & Permanent
Band & Range:	Band C
Location:	London & Hybrid
Reports to:	Head of Women, Peace and Security
DBS check required:	Yes [DBS Roles]
Role requires travel:	Yes
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
<p>Internal Key Contacts: DPO, Technical Advisers, Policy Advisers, Advocacy Advisers, All department and teams with AAUK, AAUK Leadership Group, IHART, AAI Federation.</p> <p>External Key Contacts: Policy stakeholders, Politicians and NGO networks.</p>	

Purpose Of the Role:

The WPS team is a key delivery partner in ActionAid UK's new strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights, and fight for their safety, equality and voice. The team is comprised of members supporting programmatic innovation, policy, research and learning towards this end under the thematic area of WPS – specifically around the inclusion of women's movements in humanitarian action, climate justice and peacebuilding activities. The WPS team is comprised of policy and technical advisers who advance policy perspectives and programme led learning, and work closely with the advocacy team to ActionAid UK's target donors, influencers, academic audiences and policy makers, and the funding department towards financial resource mobilisation and programme management.

A key purpose of the role is to support the provision of high-quality research and policy development rooted in AA programme and policy work, applying feminist and decolonial principles to research and policy analysis. The role demands an advisor who will bring policy and research skills, networking ability and a spirit of collaboration to ActionAid UK.

MAIN ACCOUNTABILITIES:

Policy Research and Analysis

- Support the development of the WPS team new policy and research outputs. Be able to undertake qualitative and quantitative research informed by ActionAid's programmes on humanitarian, climate justice and WPS policy priorities. This includes supporting on joint analysis for research and policy purposes, as well as the drafting of key recommendations for a range of audiences.
- Provide and undertake regular monitoring and development of policies in our technical WPS areas (humanitarian, climate justice and feminist reconstruction).
- Support the WPS team to deepen AAUK's policy and positioning work on key ActionAid thematic of the WPS agenda (humanitarian and climate justice).
- Embed ActionAid's commitment to intersectional feminist and decolonial research practice and apply a strong women and girls rights lens, in line with ActionAid's Feminist Research Guidelines.
- On request, support federation members and WROs/WLOs partners in research design, delivery and dissemination.

Policy Promotion and Representation

- Keep track of external developments in key climate, humanitarian and WPS policy areas, working collaboratively with other parts of ActionAid, relevant

officials and NGO counterparts in order to identify, react and participate in opportunities for influence as they arise.

- Support in the dissemination and promotion of the reports (work with communication and media colleagues to advertise the research, e.g. through social media or blog opportunities).
- Support on the development of capacity statements and outputs to reach a wider range of audience, to promote key WPS messaging and reports.
- Promote AAUK's research and policy in relevant forums, working groups, and networks, including engagement with peer organisations, academic institutions, and WROs and Majority world-led partners.
- Support the Fundraising department with developing and reviewing EOIs, and funding proposals on the WPS team thematic areas.

Advocacy and Campaigns

- Work in collaboration with the AAUK Advocacy team to influence key actors in the UK, including UK Government, and Parliament, and advance AAUK climate justice policy issues in key decision-making spaces.
- Facilitate opportunities for international colleagues and partners to access climate and WPS policy and advocacy platforms in the UK, and at a global level, ensuring joined up policy thinking.
- In collaboration with the WPS senior advisers, provide policy and strategic inputs into AAUK campaigns objectives and activities
- Work with AA International staff and country programmes to implement joint advocacy projects and strategies.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Good knowledge of humanitarian and women's rights issues, in line with the WPS agenda.
- An understanding of the importance of women's rights in the humanitarian and climate justice sector sector, ideally in the field of research or policy.
- An understanding of UK and international politics in the WPS context, and interlinks with humanitarian programming.
- A strong commitment to / understanding of applying an intersectional feminist analysis and a decolonial, anti-racist lens to policy, research and ways of working.
- Experience working in majority world or closely with people in majority world countries.
- Experience of research on relevant issues gained in a public policy, NGO or academic environment.
- Excellent written and oral communication skills, in particular the ability to translate complex material into concise and engaging communication products.
- Knowledge of a range of qualitative and quantitative research techniques.

- Knowledge of relevant global data sources on international development and humanitarian issues.
- Ability to work in teams and achieve shared objectives
- Proven computer literacy with the ability to adopt new digital platforms
- Ability to travel overseas (up to 6 weeks per year)
- Commitment to AA's vision, mission and values, including a commitment to feminist principles and working in an organisation committed to working for the rights of women and girls.
- Commitment to continually improving your digital skills and knowledge within the working environment.

Desirable Criteria:

- Experience delivering programmes in humanitarian setting.
- Experience in contributing to funding proposals.
- Experience of participating in Majority-world led research.
- Fluency in French and/or a second language spoken in developing countries.
- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.