

| Operational / External Title: Policy Adviser | |
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| Role Title: | Policy Specialist |
| Date of JD Review: | Sept 2024 |
| Department: | Advocacy and Influencing (AI) |
| Team: | Feminist Research and Policy team |
| Tenure: | Part time & Fixed-Term |
| Band & Range: | Salary dependant upon location |
| Location: | Ghana, Kenya or Malawi & Hybrid (1 Day in office per week as minimum) |
| Reports to: | Senior Policy Specialist Women's Economic Rights |
| Role requires travel: | No |
| Budget Holder | No |
| Direct Reports: | No |
| Indirect Reports: | No |
| Dotted line reports: | No |
| Does This role require International Travel: | Some minimal travel could be required |
| <p>Internal Key Contacts: Data Protection, policy Specialists, Technical Advisers, advocacy advisers, PQA Unit, WPS unit, Advocacy unit, Decol Unit, Philanthropy and Partnerships Team, AAUK Funding department, AAUK Leadership Group, AAI Federation and GS.</p> <p>External Key Contacts: Policy stakeholders, Politicians and NGO networks.</p> | |

Purpose Of the Role:

The Feminist Research & Policy team is a key part of ActionAid UK's aim to become a feminist, anti-racist, decolonial organisation. The team is important in the delivery of ActionAid UK's strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights to economic security, wellbeing, safety, equality and voice. These operations are comprised of policy, research and technical advisers who advance policy perspectives and programme led learning to ActionAid UK's target donors, influencers, academic audiences and policy makers. A key purpose of the team is the provision of high-quality research, technical advice and policy development rooted in AA programme and policy work, applying feminist principles to research and analysis. Technical advisers in the team also provide policy, advocacy and influencing advice and technical advice to support resource mobilisation and programme quality (when expertise is not in the Federation).

The role demands a specialist who will bring policy, research skills, networking ability and a spirit of collaboration to ActionAid UK as it delivers on its Strategy

Main Accountabilities:

Policy Analysis & Research

- Support the implementation of AAUK's Women's Economic Justice (WEJ) portfolio with a focus on Global South informed policy analysis and pathways, alliance building and transnational solidarity.
- Share programmatic learnings on movement building, system change and narrative disruption on women's economic justice to inform all research and policy work
- Plan and manage policy projects with supervision, including collaborative research and other initiatives with colleagues and partners in and the Global South.
- Undertake policy analysis and research as specified by the Senior Policy Specialist on WEJ
- Analyse research findings to help shape policy recommendations and influence activities.
- Ensure policy research is informed, shaped and led by a strong southern feminist analysis and AA programme work, working with AA staff and other partners in the Global South
- Undertake regular monitoring of policy and political developments in assigned focus areas
- Support the planning and delivery of annual activities and new projects based on learning and engagements related to WEJ

Policy Promotion & Representation

- To support ActionAid UK's contribution to Federation-wide initiatives aligned to AAUK strategy for Women's Economic Justice work
- Write on request blog posts and use other social media tools to communicate ActionAid policy and thinking.
- With supervision, communicate ActionAid policy and research work through writing articles, online debate
- Communicate ActionAid's policy in public forums through public speaking
- Network and build positive, constructive and collaborative relations with colleagues in other NGOs, women's rights organisations, feminist networks and movements, feminist academics, and the wider economic justice policy community.
- Support with the organisation of policy and political events.....

Advocacy and campaigns

- Provide policy support on request to the development and delivery of AAUK advocacy initiatives and campaigns, including by ensuring strategies, approaches and messaging are informed by a strong intersectional, decolonial, anti-racist lens.
- Support colleagues in preparing submissions, reports and presentations on our issues.
Write and oversee the production of policy briefings and reports for internal and external use.
- Attend policy and advocacy events and lobbying meetings with decision-makers.
- Work with AA International staff and country programmes to implement joint advocacy projects and strategies.
- Provide economic justice policy support and guidance on request to the advocacy and campaign teams ensuring alignment with economic justice asks
- Provide policy support in advocacy engagement of government officials and peer technical/programme specialists in FCDO and other governmental institutions in collaboration with the advocacy unit and in accordance with AAUK's political strategy and on request.
- Work with the Advocacy team to ensure Women's Economic Justice policy asks and calls to action are included in our influencing work and are Global South informed
- Attending relevant events in support of AAUK and WEJ
- Participate in and support relevant coalitions and movements to our WEJ work
- Support the Young Urban Women's programme country teams to design, implement, and evaluate high-impact advocacy campaigns that
- advance the programmes objectives and amplify young women's voices.

- Provide strategic leadership on key regional and national engagements across Africa, including driving the dissemination and uptake of
- YUW-led research, advocacy tools, and publications.....

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Excellent knowledge of development including a strong understanding of power relations which shape relations between the global North and South.
- Experience of working with WROs and feminist movements
- Strong knowledge and experience of women's economic justice policy/programme work.
- Proven decolonial feminist participatory action research and policy skills and experience
- Excellent writing skills and the ability to translate complex material and data into clear and concise materials appropriate for the intended audience.
- Excellent negotiation and presentational skills and the ability to communicate and listen effectively at all levels and across cultures.
- Experience of translating policy recommendations into advocacy tasks
- Understanding of decolonial and anti-racist language and Ability to speak in public fora and take part in public debates online.
- Strategic thinking skills
- Ability and flexibility to learn and promote new policy issues as required.
- Knowledge of women's rights and economic justice with a decolonial approach.
- Knowledge of International Financial Institutions, austerity measures and their impact on women and girls
- Knowledge of feminist economic alternatives in line with economic justice

- Substantial experience of policy analysis and commissioning and conducting research on relevant issues gained in a public policy, NGO or academic environment.
- Experience of providing policy input and strategic analysis to joint policy and advocacy initiatives.
- Experience of networking and contact building in political, academic or NGO settings.
- Experience of using social media in a professional context.
- A strong commitment to ActionAid's values, particularly those on women's rights
- Willingness to travel

Desirable Criteria:

- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO
- A post graduate degree in a relevant subject in particular feminist policy, economics, trade justice, etc.
- Experience of being published in academic journals.
- Fluency in French and/or a second language spoken in developing countries, in addition to English.
- Degree in a subject appropriate to international development.

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.