

Operational / External Title: Advocacy Officer	
Role Title:	Advocacy Officer
Date of JD Review:	Sept 2024
Department:	Advocacy & Influencing
Team:	Advocacy
Tenure:	Full time- Permanent
Band & Range:	Band B
Location:	London- Hybrid
Reports to:	Head of Advocacy
DBS check required:	Yes [DBS Roles]
Role requires travel:	Yes
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role require International Travel:	No
<p>Internal Key Contacts: Data Protection & Advocacy & Influencing</p> <p>External Key Contacts: Parliamentary and Government stakeholders, NGO networks.</p>	

Purpose Of the Role:

The Advocacy & Influencing department is key to delivering ActionAid's UK new strategy to promote a world where women and girls are valued and live free from violence, can exercise their rights to promote their own economic rights, safety, equality and voice. The department is comprised of team members supporting financial resource mobilisation, programming policy, advocacy, research and learning towards this end. The Advocacy team develops relationships of influence to advance ActionAid UK's research, programme policy learning, and resource mobilisation needs to ActionAid UK's target political/institutional influencers, academic audiences and donors.

The Advocacy Officer will support the Advocacy Team to develop and sustain excellent external relationships in order to advance advocacy on priority issues, with a specific focus on: providing administrative support for the Advocacy team and working with Advocacy & Influencing and internal colleagues as necessary; supporting ActionAid to become an anti-racist, decolonised organisation, monitoring UK Parliamentary, Government and civil service activity and opportunities using a political monitoring tool such as Dods; monitoring and supporting the Advocacy Team's UK stakeholder engagement and managing the stakeholder management tool; compiling Advocacy briefings and newsletter from pre-existing material, and supporting the Advocacy Team's events.

Main Accountabilities:

Administration support for Advocacy Team

- Support Advocacy Team as necessary with diary management and scheduling meetings
- Assist with Advocacy Team meetings and away days, including compiling meeting agendas, circulating any necessary paperwork beforehand
- Support the co-ordination of visits from international colleagues coming to the UK to work with Advocacy Team and ensure the departmental calendar is up to date and that the department works to the agreed timetable for all necessary reporting
- Supporting the team to develop and implement its own, the department and the organisation's anti-racism and decolonization plans
- Support the Advocacy Team to compile its performance and financial reporting in line with the agreed timelines
- Updating the A&I SharePoint Hub site with Team information.
- Support the team with administrative support for any external consultancies
- Ensure regular and efficient financial administration related to the Advocacy Team's budget, including processing of expenses and invoices.....

Strategic implementation and positioning development

- Support the Advocacy team to coordinate its activities, and ensure that ActionAid UK's advocacy impact is measured and recorded, driving forward and managing the use of Advocacy's stakeholder management tool for effective stakeholder management
- Using the Parliamentary monitoring service (such as Dods), monitor government, civil service and sector changes
- Using the Parliamentary monitoring service (such as Dods), identify key opportunities to promote ActionAid UK as a thought-leader on UK aid and women's rights and support action with relevant staff to take these forward
- Provide internal political updates for A&I colleagues, where necessary
- Using pre-existing material, support the team to produce provide high quality written briefings for political/ and target audiences
- Support the Advocacy Team to organise external (in person and virtual) events and meetings as appropriate
- Support the Advocacy Team to develop creative ideas to ensure ActionAid UK uses key political and international moments to best effect, and support the delivery of these activities
- Actively participate in the Advocacy Team's anti-racist and decolonisation activities and learning

External relationship building

- Support the Advocacy Team to implement an engagement plan for advocacy targets on women's rights, aiming to create a solid base of active support
- Compile and submit Parliamentary Questions ahead of relevant question sessions, ensuring the Advocacy Team is aware of question time deadlines
- Compile and disseminate ActionAid UK's quarterly newsletter to Parliamentary stakeholders, and support Advocacy Team to follow-up engagement as necessary
- Where needed, support the Advocacy Team's work with media and communications colleagues to ensure our public statements on aid and women's rights issues are politically appropriate.
- Work closely with the Advocacy Team to ensure that contact with political figures is strategic and is monitored and evaluated

Women's rights network building

- Where needed, act as AAUK contact on women's rights networks and membership organisations, and support Advocacy Team to work in coalition with women's rights organisations and NGO partners, and create effective alliances which promote ActionAid's women's rights advocacy objectives

- Support the Advocacy Team to organise events as appropriate, for example in Parliament and at party conferences, to raise awareness of AAUK's work and the need for support for women's rights in 'international development'.....

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.
- Extensive experience and expertise in using Outlook calendar and email, including diary management, coordinating meetings and making travel arrangements
- Advanced IT skills, including Outlook, Excel, Word, PowerPoint and use of databases
- Understanding of, or experience in supporting teams to, or leading, anti-racism and decolonisation work.
- Experience coordinating and liaising across teams, particularly in large and/or complex organisations
- Experience of successfully organising events in Parliament, with NGOs, or other institutions
- Experience of supporting colleagues to manage budgets, expenses and financial reconciliation
- Proficiency in setting up and managing Zoom and Teams calls
- Excellent knowledge of women's rights, 'development' and international issues and debates
- Experience or understanding of feminist behaviours
- Excellent knowledge of the UK political context and system
- Excellent presentational skills and the ability to communicate effectively

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
- Experience of women’s rights programming in the UK or globally

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.