



Role profile

Basic information	
Job title	Senior policy and advocacy officer - Humanitarian
Department	International
Location	London
Reports to (Job Title)	Head of humanitarian practice and advocacy
Matrix manager if applicable (Job Title)	Not applicable
Direct reports (Number or Not applicable)	Not applicable
Overall people management responsibility (Number or Not applicable)	Not applicable
Matrix management responsibility (Number or Not applicable)	Not applicable
Budgetary responsibility (Amount or Not applicable)	Not applicable
Child protection clearance required (If applicable, Standard/Enhanced)	Not required
Expected travel per annum	Up to 40 days
On call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>To shape and strengthen Christian Aids humanitarian policy and advocacy work to maximise the impact of our humanitarian, disaster risk reduction and adaptation work for poor and marginalised people. To develop strategies and plans which enables us to identify and put into action, pertinent policy and advocacy work across our humanitarian programmes across the globe, based on maximising resilience and the positive impact on poor and marginalised people.</p>
<p>Role context</p> <p>The role sits within the Humanitarian Practice and Advocacy Unit within the Humanitarian Division but is similar in nature to the senior policy officers in the geographical teams. It will play a role in cross organisational work supporting the organisation to develop key humanitarian positions. The post holder will represent Christian Aid in key external networks and forums. Our advocacy work is an important part of Christian Aids work - creating the right enabling environment for positive change and must complement and support all our programme work. The role will be core to ensuring this. The post holder will work across all international department divisions and support colleagues to continually support the interests of poor people and local organisations to improve humanitarian and</p>

disaster risk reduction programmes, policy and advocacy work and corporate strategies. The role will promote thinking on humanitarian issues across the organisation.

Key outcomes

- Sharpen strategic thinking, focus and analysis of Christian Aid's humanitarian work across the International department (ID).
- Developing in coordination with ID a coherent humanitarian policy and advocacy strategy and plan.
- Learning collated, documented and shared internally and externally.
- Strong synergy between geographical and corporate policy and advocacy through positive relationships with partners, ecumenical networks and policymakers.
- Maintaining the organisations status within the sector as a leading humanitarian agency with robust humanitarian policy and advocacy leadership.
- Integrating Humanitarian programme performance and current academic thinking to develop evidence based positions for improved decision making and learning.

Role requirements

Relationships

(Key relationships, frequency of contact, purpose of contact (liaison/influencing/negotiating etc.)

External	Good relationships with NGOs, networks, research institutions and academics to ensure that Christian Aid's approaches and learning are informed by and inform external thinking and debates.
Internal	<p>A member of the Humanitarian division. Works closely with staff across the humanitarian division and more broadly across the international department.</p> <p>Part of the climate change APG group and has close working relationships with the other global and regional policy and advocacy staff. Requires excellent relationships with country staff at all levels specifically those working on humanitarian and resilience programmes.</p> <p>Close working relationships with staff in Policy and public affairs department and country teams to ensure coherent approaches with decision makers such as Department for International Development (DFID), EU, UN etc.</p>

Decision making

Reviews and develops policies, position statements and briefings for Christian Aid and relevant key staff. Manages central humanitarian research and learning work. Recruits and manages consultants, interns or volunteers appointed to support specific policy or advocacy work. Works with ID senior managers to identify pertinent humanitarian/risk/climate change issues and coordinates development of Christian Aid position in collaboration with colleagues in ID, Policy and public affairs department etc.

Analytical skills

Initiates and leads humanitarian research, policy and advocacy in collaboration with other policy officers and team members. Appraises, monitors, reviews and evaluates other humanitarian policy documents, provides briefings, position statements and reports as and when needed, for submission to donors and other sector stakeholders. Responds quickly and effectively to rapid onset or rapidly changing situation.

Developing self and others

Ability to initiate, plan and work on own without requiring support or supervision. In doing so, will be well organised and self-administering. Must be able to work in a team, support and build relationships, including at a distance and across different team. Represents Christian Aid in negotiation with governments and participating in inter-agency groups. Represents Christian Aid in the media.

Person specification

Applied skills/knowledge and expertise

Essential

- Graduate or equivalent in development/ social sciences or related subject.
- Postgraduate qualification or other evidence of highly developed analytical ability.
- Familiarity with current thinking / debates on international humanitarian and disaster risk reduction/climate change work.
- Familiarity with a range of decision makers - DFID, EU, UN etc.
- Extensive experience of humanitarian and disaster risk reduction policy and advocacy.
- Excellent facilitation skills and ability to promote critical thinking and reflection.
- Track record of promoting organisational understanding and learning. Experience of providing advice to programme and management staff.
- Demonstrable ability to influence others and negotiate win-win solutions.
- Creative thinking and track record of promoting innovative approaches.
- Excellent communication and writing ability.
- Demonstrable ability to build effective working relationships across organisations, including at a distance and within different cultural settings.
- Highly developed analytical skills and ability to manage complex information and present it in ways that support learning and decision-making.
- Excellent written and oral communication skills in English, including ability to communicate effectively across cultures and at a distance.
- Experience or understanding of working with local partners.

Desirable

- Understanding of quantitative and/or qualitative research methodologies.
- Experience of institutional donor funded programmes and requirements, or other evidence of effective monitoring and report-writing skills.
- Understanding of individual performance management approaches. Experience of managing researchers and/or consultants.
- Experience of coaching, distance learning or other training / learning approaches.
- Ability to communicate effectively in Spanish, French and/or Portuguese.
- Experience of working in overseas contexts of which at least two should be in emergency contexts.

IT competency required

Intermediate

Competency profile

LEVEL 2: You are expected to be able to:

Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views, even if you initially disagree with them.
- Maintain relationships with individuals and networks, based on mutual understanding and respect.

Communicate effectively

- Make complex things simple for the benefit of others.
- Actively listen and question to check your understanding and draw out others when they are not expressing themselves clearly or seem to be holding back.
- Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behaviour, adapting your approach accordingly.
- Address difficult issues when they arise, being honest and open.

Steward resources

- Implement ways to reduce inefficiency in use of resources or pass the ideas on to someone who can make them happen.
- Estimate the resources needed to achieve your own work plans or objectives and deliver them in the most efficient and cost effective way.
- Set and communicate realistic timelines for achieving tasks, working out how best to adapt if priorities change or unforeseen circumstances arise.

Deliver results

- Prioritise, plan and monitor your work to meet your own and team deliverables to agreed standards.
- Acknowledge others' priorities whilst being prepared to say 'no' if there are genuine reasons why their needs cannot be met.
- Use logical processes and relevant tools and techniques to report on information or analyse options.
- Make timely and considered recommendations or decisions based on analysis of available data, information and evidence.

Realise potential

- Evaluate your own work and actively address gaps in knowledge and skills, without prompting.
- Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others.
- Share your knowledge where it will help others to be more effective.
- Provide instruction, constructive feedback and guidance to others to help them learn.

Strive for improvement

- Constructively challenge existing practice.
- Seek better ways of doing things, taking into account the possible implications.
- Make positive suggestions on a way forward when faced with challenges, even if these fall outside the scope of your own work.
- Look inside and outside Christian Aid for new ideas and evaluate their potential for your own work.

DATE CREATED (dd/MM/yyyy)	
----------------------------------	--

Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.