

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	EU Gender Equality Advocacy Manager		
<b>Cluster:</b>	Programmes and Global Engagement	<b>Team:</b>	Global Engagement Unit
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	Fixed Term – 2 Years
<b>Location:</b>	Brussels Office	<b>Budget Holder:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Reports to: (incl matrix reporting)</b>	EU Advocacy Advisor		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	Women's Right Policy Advisor		
<b>Operational Remit:</b>	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input checked="" type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>Lead the implementation of ActionAid's two-year advocacy project on gender equality in European Union (EU), development of policies and tools. In particular:</p> <ul style="list-style-type: none"> <li>• Develop and implement strategies in line with the objectives of the project to advocate for gender-responsive EU development policy and cooperation that ensures meaningful support to women's rights programmes and organizations in the global South.</li> <li>• Obtain relevant information and research on EU gender equality issues to feed into larger ActionAid International (AAI) advocacy strategies and campaigns</li> <li>• Facilitate and coordinate women's rights partners from Southern countries with EU processes including - organising advocacy visits in Brussels, events, round tables and meetings</li> <li>• Act as the ambassador of ActionAid in Brussels on women's rights matters in a variety of institutional, NGO and with the media to ensure relations across the Federation and deliver on strategic objectives.</li> <li>• ActionAid priorities related to women's rights include Unpaid care and decent work; Violence against marginalised women; Gender responsive public education and urban services; and women's land and natural resources rights.</li> </ul>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
1. <b>AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty</li> </ul>		

	<p>and Exclusion, Courage of Conviction, Independence and Humility</p>
<p><b>Delivery on Strategic Priorities</b></p>	<p><b>1. Implementation of the project planned activities</b></p> <ul style="list-style-type: none"> <li>• Develop overall project plans in line with the approved project document and donor requirements and ensure that the project is delivered according to plan</li> <li>• Develop and maintain good working relationships with key internal teams and external partners to support the successful delivery of the project</li> <li>• Recruit and manage consultants to deal with specific tasks under the project</li> <li>• Build and maintain relationships with technical staff and policy makers in the target European institutions relevant to achieving the project objectives</li> <li>• Build and maintain effective relationships with CSOs working at European level on gender equality in external policies and where desirable and possible, undertake joint planning for coordinated advocacy</li> <li>• Develop and raise awareness via regular public commentary on media and social media spaces on ActionAid work on gender equality at EU level.</li> </ul>
	<p><b>2. Linking up with global advocacy effort</b></p> <ul style="list-style-type: none"> <li>• Working closely with the Europe Advocacy Advisor, the Women’s Rights and country colleagues in the region, work to develop cross-European advocacy strategies and plans on identified policy priorities</li> <li>• Coordinate the implementation of planned advocacy activities together with country staff.</li> <li>• Ensure coordination between the EU advocacy work on women’s rights and the ActionAid International Platform on women’s rights (a space bringing together interested affiliates and relevant Global Secretariat staff), as well as other ActionAid thematic International Platforms as appropriate.</li> <li>• Develop synergies between the EU work on gender equality and ActionAid international campaign on women’s rights 2018-2020.</li> <li>• Ensure that EU advocacy plans are informed by global advocacy priorities</li> <li>• Facilitate participation of AA staff and partners from outside Europe in EU processes where appropriate.</li> </ul>
	<p><b>3. Planning, Budgeting, Monitoring, Reporting and Internal Communication</b></p> <ul style="list-style-type: none"> <li>• Compile and manage a risk register for the project</li> <li>• Monitor and report on the project’s activities and progress on a regular basis, and contribute information towards trimestral and annual reporting</li> <li>• Ensure that there is regular communication of progress or challenges of advocacy activities to the federation’s internal stakeholders</li> <li>• Work closely with ActionAid USA staff to ensure compliance with</li> </ul>

	<p>donor requirements and guidelines, processing necessary payments.</p> <p><b>4. Building Effective Relationships</b></p> <ul style="list-style-type: none"> <li>Identify and develop opportunities to increase the profile and visibility of ActionAid on women’s rights and women’s economic justice vis a vis the EU institutions, media and public, including on ActionAid website and on social networks</li> <li>Cooperate with supporter mobilisation teams of ActionAid Europe affiliates in ensuring strong connection between public engagement and policy work; coordinate the production of communication and mobilisation tools under the project, and ensure they are adequate to affiliates’ needs and national context</li> <li>Manage the relationship with the project donor with the support of the EU Advocacy Advisor and finance colleagues, as well as the formal donor manager ActionAid USA, and ensure compliance with reporting requirements under the grant.</li> </ul>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>Undergraduate Degree or equivalent experience</li> <li>Excellent written and spoken English</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>Solid experience in an international organisation working on human rights and gender equality or women’s rights with a multi-country focus</li> <li>A proven track record and experience of successfully managing multi-country donor-funded projects</li> <li>Strong policy advocacy experience particularly in the EU context, preferably including work on official development assistance</li> <li>Good experience commissioning and managing research processes aimed at shaping development programmes or influencing policy</li> <li>Experience and knowledge of budget management and reporting</li> <li>Exceptional interpersonal skills and ability to quickly develop effective working relationships with a diverse stakeholder group</li> <li>Strong networking/relationship-building skills- ability to anticipate, coordinate and facilitate activities with colleagues</li> <li>Ability for problem-solving and resourcefulness with minimal management and oversight</li> <li>Experience of public speaking and communications skills including writing on social media platforms</li> <li>Strong team player, able to work closely with others remotely, ability to meet tight deadlines and multiple priorities.</li> <li>A strong commitment to develop, promote and practice ActionAid’s vision, mission, and strategy</li> <li>Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices</li> </ul>
<p><b>Desirable Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>Master degree</li> </ul>

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Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities