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| **Job Title:** | **Policy Officer – Advocacy and capacity building** |
| **Cluster:**  | Programmes and Global Engagement | **Team:** | Global Engagement Unit |
| **Grade and Salary:** | GS Grade C | **Contract Type:** | Fixed Term – 22 months |
| **Location:** | Brussels Office  | **Budget Holder:** | Yes 🞏 No ◼  |
| **Reports to: *(incl matrix reporting)*** | EU Advocacy Advisor |
| **Direct Reports :** | None |
| **Matrix Reports:** |  |
| **Operational Remit:** | Global 🞏 Regional 🞏 Country Specific 🞏 Global Secretariat ◼ |
| **DBS (CRB) / Police Check:** | Yes 🞏 No ◼ |
| **Job Role** |
| **Role Overview:** |

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| To support the implementation of ActionAid's contribution to a project (CSO-LA/2018/401-870) led by Eurodad, the European Network onDebt and Develpopment, that aims at strengthing the capacity of civil society organisations, across Europe and to some extent in other regions globally, to effectively advocate for economic justice at EU level and in other key multilateral organisations, including the International Monetary Fund and the World Bank.ActionAid is a member of Eurodad, and we work closely on tax justice, publicly-backed private finance towards developing countries, and broader work about public-private partnerships and the privatisation of public services. As part of the Global Engagement Team, the Advocacy and Capacity Building Officer will support the EU Advocacy Advisor (based in Brussels) in delivering the ActionAid contribution to the implementation of the project by:* Ensuring best advocacy and campaigning practices can inspire and inform the work of Eurodad members and partners
* Strengthening the capacity of Eurodad members and partner organisations by drafting training toolkits and setting up and animating training workshops
* Informing Eurodad’s strategy on specific themes based on ActionAid experience and ongoing work
* Bringing a strong gender lens in Eurodad’s work and approaches
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| **Areas of Responsibilities** | **Key Activities** |
| 1. **AAI Values Practice & Strategy Change Priorities**
 | * **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
* **Feminist Leadership**: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
* **AAI Values Practice:**  Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility
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| 1. **Delivery on Strategic Priorities**
 | 1. **Support advocacy & strategic coordination**
* Scope best practices for advocacy and related campaigning and communication among CSOs in Europe and beyond, including Eurodad members and allies
* Develop ***Guidelines for Strategic Advocacy Planning (Planning System)***, based on best practices in the field of social justice, human rights and environmental protection, and ensure the methodology reflects outcomes which are gender-sensitive.
* Consult with a range of stakeholders while elaborating those Guidelines in order to ensure they are built in an inclusive and participatory manner with Eurodad members and other CSO allies, including ActionAid affiliates and Global Secretariat.
* Ensure the frameworks and approach promoted contribute towards building European and global coalitions to change the policies and practices of the IMF and the World Bank, as well as relevant EU policies on economic justice for developing countries.
* Contribute to monitoring, testing and evaluating the Guidelines, helping using them in the planning process about Eurodad’s priorities, i.e. tax justice, ending debt crises, effective aid, publicly-backed private finance, investment agreements, climate finance and financial sector rules.
* Lead on the coordination of ActionAid input in the elaboration of Eurodad’s strategic approach towards its new areas of work, i.e. investment agreements, climate finance and financial sector rules, and help ensuring a gender lens in such approach.
* Ensure ActionAid’s work at EU level (EU office and affiliates) is feeding the Planning System and appropriate linkages are established with ActionAid upcoming international campaign on Women’s labour, decent work and public services.
* Provide any other support to advocacy & strategic

 coordination as required for the project implementation. |
| 1. **Capacity Building**

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| * Under the supervision of the EU Advocacy Advisor, and in coordination with Eurodad,the Advocacy and capacity building Officer will collate existing training tools, assess the needs for capacity building among Eurodad members and allies (audit, questionnaires, interviews), and elaborate a plan for developing a training toolkit (web-portal based). The issues covered include tax justice, fair investment agreements, an improved regulation of private finance, ending debt crisis, effective aid, publicly-backed private finance and climate finance.
* Develop and prepare sections of an on-line ***Policy, Advocacy and Communications interactive tookit***, ensuring it is a living document that can be progressively completed and further improved.
* Pilot the the toolkit on the occasion of various actions carried out at EU and/or global levels on the above-mentioned priority areas.
* Contribute to training sessions for CSOs, based on the toolkit.
* Ensure gender is mainstreamed within all Eurodad’s work and is at the core of the approach in both the Guidelines and the Toolkit.
* Contribute to capacity building as described in the project and/or agreed by the Project steering committee.
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| 1. **Reporting and Internal Communication**
* Report on activities and progress on a regular basis to the EU Advocacy Advisor as well as the project team, and contribute towards bi-annual reporting about ActionAid EU influencing work.
* Ensure that there is regular communication of progress or challenges to Global Secretariat and relevant AA countries, as well as Eurodad project manager
* Ensure ActionAid affiliates feedback is collated and presented to relevant EU and World Bank/IMF advocacy and campaigning work organised in the framework of the project.
* Provide the Eurodad project manager with all necessary information effectively on a regular basis.
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| **Education, Language & Qualifications** | * Undergradutate Degree in economy, law, political science
* Excellent written and spoken English
* Demonstrated track record of strong women’s rights background
* Previous experience in capacity building/training
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| **Essential Knowledge, skills and Experience** | * Proven experience of advocacy and policy analysis in the EU context, possibly with exposure to one of the above mentioned issues area
* Ability to work in a multicultural context/environment, engage in social justice advocacy and demonstrate innovative practices
* Excellent understanding and knowledge of gendered impacts of economic policy
* Proven experience of excellent networking and relationship-building skills;
* Good experience of delivering and developing training and capacity building
* Experience to communicate well at all levels with tact and diplomacy
* Excellent organisational skills and co-ordination skills in order to meet tight deadlines
* A good understanfing and clear commitment to human rights based approach and women’s rights
* Strong team player, able to work closely with others remotely, ability to meet tight deadlines and multiple priorites.
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| **Desirable Knowledge, skills and Experience** | * Good knowledge of women’s rights, gender equality and human rights
* Relationships with CSO and feminist networks working on economic justice
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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 value.  |
| **Innovation and Taking Initiative**  | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities |