



Creating opportunities for people living in poverty to realise their potential



Advocacy Advisor

Candidate Pack

July/August 2020

Contact us

19 Wootton Street,
London, SE1 8TG

info@bracuk.net
+44(0) 203 434 3071

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www.bracuk.net

About BRAC

BRAC is committed to creating opportunities for people living in poverty.

Founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, BRAC is today a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights and social enterprises, as well as a bank, a university, and the world's largest mobile money platform.

BRAC is unique among the world's major non-profits in that our overall budget is majority self-financed. In Bangladesh, where BRAC was founded, BRAC finances 76% of its average annual national budget from our own socially-responsible businesses.

Globally, we consider ourselves 'the world's biggest family'; with Headquarters in Bangladesh, we work across 11 countries to enable 110 million people to transform their lives and livelihoods.

BRAC has been ranked as the number one NGO in the world for five consecutive years by NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector;

"Pragmatic and adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity. BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach...Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage": NGO Advisor Editor-in-Chief, Jean-Christophe Nothias.

About BRAC UK

BRAC UK, an affiliate of BRAC, works to raise resources for our programmes in Africa and Asia, raise awareness of BRAC's impact and innovation across Europe and develop partnerships with local and global organisations, donors, academic institutions and governments.

As a dynamic team of staff based in London, we work closely with our central office in Bangladesh and country programme colleagues. Programmatically, we are concentrating our efforts on three priorities; education and empowerment, equitable economic development and access to health and water, sanitation and hygiene services.

BRAC recognises the potential of advocacy to maximise impact for the world's poorest people. BRAC UK has recently invested in advocacy strategy and capacity, creating a small, specialist team dedicated to developing relationships with decision-makers and enhancing advocacy confidence and capability across the BRAC family.

Job Description

Job Title: Advocacy Advisor

Reports to: Advocacy and Communications Manager

Location: Southwark, London (NB home-based in current climate)

Salary: £31,120 per annum – negotiable

Contract Type: 2 years (with possibility of extension)

Key relationships: **Internally:** Advocacy and Communications Manager, Chief Executive, Programmes team, BRAC-UK Board

Externally: Parliamentarians, Civil Servants, Journalists, Sector colleagues, staff across BRAC International and BRAC Bangladesh

Background

We are BRAC. For close to 50 years we've been driven by a single goal; creating opportunities for people living in poverty to realise their potential. From community health to humanitarian response, gender equality to food security and education to ultra-poor graduation, we fight poverty as an act of justice. Integrity, innovation and impact define our drive, and we are proud that this is recognized, with BRAC being ranked as the number one NGO in the world, for five consecutive years.

We are 'the world's biggest family'; with our Headquarters in Bangladesh, we work across 11 countries to enable 110 million people to transform their lives and livelihoods.

At BRAC UK – an awareness- and resource-raising affiliate of BRAC – we recognise the challenges the current climate presents, and we are ready to tackle them. By scaling our investment in advocacy, we're committing to change the profile of the issues that matter most to the poorest people on the planet, and we're committing to change our influence over them – establishing BRAC as a credible and influential Southern voice ... with your help.

You are exceptional. You understand policy change and you know how to make it happen. You can navigate the corridors of Westminster and Whitehall with ease, and you have a track record in designing high-impact advocacy campaigns that deliver. You can capture and communicate political intel and use it to inform tactics. You are confident building relationships; from sector allies to high-political targets, and you recognize their value in positioning BRAC as a central Southern voice. You are excited at the prospect of working to re-affirm the UK government's global commitment to ending extreme poverty.

Job Role

To support and develop high impact advocacy activity; developing BRAC's relationships with UK Parliament, supporting Senior Leadership engagement with civil servants, sector and media targets and enhancing advocacy capability and confidence across the BRAC family.

Key Responsibilities

Parliamentary engagement

- Work with the Advocacy and Communications Manager to implement a new organisational advocacy strategy with key UK political actors; identifying and creating opportunities to influence policy and processes
- Work alongside the Advocacy and Communications Manager to develop relationships with key Parliamentarians
- Explore creation of, and – if pursued – act as Secretariat for, new All Party Parliamentary Group (APPG)
- Identify advocacy opportunities and work with colleagues to exploit them, using powerful evidence, trusted relationships, and innovative tactics to help BRAC stand out in a crowded arena
- Provide strategic political insight and ensure systematic monitoring, analysis and dissemination of political intelligence

Advocacy collateral and communications

- Feed into the development of policy positions, building on BRAC evidence and expertise
- Identify opportunities for BRAC to showcase evidence and expertise
- Draft high-level briefings and develop (and share delivery of) regular written and oral briefings to MPs, officials, and other decision makers on BRAC priorities/programmes
- Collaborate with colleagues to summarise and communicate complex data and policy ideas in ways that are suitable for political audiences, including the management of input into political consultation processes e.g. select committee enquiries
- Ensure advocacy asks and policy recommendations are disseminated amongst key networks in the form of, and feeding into, BRAC publications/reports/blogs/articles
- Support design and delivery of advocacy-centric events

Advocacy capability across the BRAC family

- Explore - and support the development of key BRAC spokespeople and advocates, to build confidence, capacity and capability of colleagues
- Support regular mentoring and monitoring of the key advocates and spokespeople, including identification of opportunities, relationships and reviewing of materials

Supporting senior leadership

- Support BRAC UK's contact with ministers, and senior civil servants; identifying and creating opportunities to influence processes through engagement, consultations, inquiries, bills and other mechanisms
- Support the Advocacy and Communications Manager, and CEO, with strategic content for priority media, sector and civil servants
- Regularly advise and support senior colleagues around political decision-making and maximising external profile
- Work with Programme team leadership to identify further opportunities where advocacy can help enable and multiply programmatic impact
- Other tasks and support as requested by Advocacy and Communications Manager/CEO

External representation

- Represent BRAC UK externally, actively networking and building constructive relationships with parliamentarians, advisers, officials, NGOs and media to support influencing and profile building

Person Specification

	Essential	Desirable
Qualifications	Degree in relevant field	Post-graduate qualification in relevant area (e.g. politics, international relations, international development)
Skills	Relationship building - strong networking, influencing and stakeholder management skills	Confident and compelling public speaker
	Communication skills – high level writing skills, able to create a succinct, impactful brief and advocacy communications	
	Coaching and mentoring – supporting the development of advocacy skills in colleagues/contacts	
	Excellent analytical skills and political judgement	
	High level project management skills	
	Problem-solving and decision making	
Experience	Significant experience in a policy and/or public affairs role in an international development and/or social impact organisation	Experience of positive engagement and established relations with DFID/FCO
	Experience of leading/co-leading development and implementation of policy and advocacy strategies and plans	Experience of setting up and running events
	Knowledge of international development/poverty reduction	
	Understanding and experience of working with UK government and parliamentary mechanisms, processes and policy making, and of the political environment	Strong network of civil society contacts
	Proven track record of building and nurturing relationships and influencing external stakeholder agendas	Experience of working with European bi-laterals and European-based multi-laterals
Experience of drafting and presenting complex information to a variety of audiences in a clear and accessible way		
Qualities	Interest in international development and commitment to BRAC's vision and values	Strives for excellence: Strong delivery focus – prioritises - sets and achieves ambitious targets
	Willingness to innovate and take on new challenges	
	High level of personal credibility – influential and persuasive; approachable and open-minded	Displays leadership: Motivates and inspires others
	Self-starter - spots opportunities; works on own initiative with minimal supervision	

	Sensitivity and ability to work across a wide range of cultures and countries	environment
	Flexible and adaptable with good interpersonal skills and a 'can-do' approach to problem solving	Shows commitment to learning

Equal Opportunity Policy

BRAC UK has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Terms

This is a permanent full-time post subject to funding based on a 35 hour week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is from £31,120 pa pro rata. Salary increases are considered annually, although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme to which the company makes a matched contribution of up to 6 per cent of salary per annum.

Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar year service), to a maximum of 30 days.

Location

In the current climate, BRAC UK employees are home-based. Ultimately, this post will be located at BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries, from any harm that may be caused due to coming into contact with BRAC.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and covering letter, outlining how you meet the role requirements, in no more than 2 pages to recruitment@bracuk.net (mark 'Advocacy Advisor' in subject line). Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected to proceed.

Closing date Friday 7th August 2020