

# SENIOR UK POLICY ADVISER (EARLY EDUCATION)

<b>Duration:</b>	Fixed Term – Circa 9 months (Parental Leave Cover)
<b>Salary:</b>	Circa £48,000 per annum
<b>Job Level:</b>	3
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered
<b>Disclosure Level:</b>	Basic
<b>Reports to:</b>	Head of UK Policy and Advocacy
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

## ABOUT THE TEAM

The Advocacy team sits in the organisation's Advocacy, Programmes and Safeguarding Directorate. The Advocacy team exists to champion children's rights and influence those with power to create change for children, in the UK and around the world. We present decision-makers with a compelling case for change based on evidence and deliver exceptional policy influencing and public campaigning. We work closely with colleagues in the communications division to mobilise our high-profile supporters and the organisation's voice in the media to increase the reach and impact of our advocacy work. We amplify the voices of and support active participation of children and young people in working to ensure their rights as set out in the UN Convention on the Rights of the Child (UNCRC) are realised across the UK.

## ABOUT THE ROLE

This fixed-term role will sit in the UK Policy and Advocacy team and work closely with colleagues across the department to develop and deliver an effective influencing strategy focusing on early childhood learning for children living in the UK.

### What we will expect you to achieve

- The development of robust policy analysis and positions on supporting early childhood learning, including commissioning external research and analysis to support this where necessary.
- Ensuring that UNICEF UK's policy and advocacy work is strategic, responsive, and sector leading by keeping abreast of policy and political developments, and using this knowledge to inform our strategy and workplans
- Supporting the delivery of meaningful opportunities for children and young people's voices to be heard and have influence in policy development and influencing activities (with guidance from the Strategic Lead - Youth Engagement).
- Building and maintaining effective, influential relationships across civil society, academia, and Whitehall, as relevant, to meet our objectives for children.
- Effectively representing UNICEF UK at external meetings and events.

- Drafting and producing high quality, well targeted, external policy publications, briefings, and presentations for a range of audiences.
- Supporting senior colleagues when acting as spokesperson for your policy areas and providing advice and policy expertise as required across the organisation.
- Close working with Political Affairs and Campaigns colleagues to ensure influencing activities such as response to government consultations, parliamentary inquiries and public mobilisation activities are based on accurate and influential policy content.
- Engaging with other UNICEF UK teams as appropriate, particularly in the Programmes Department on child rights issues in relation to your work.
- Demonstrating and modelling a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective Behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Analytical

- Analyses available information to make logical and sound judgments.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support.
- Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results.

Positive Relationships

- Nurtures professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives.

### Relevant experience

- Development of evidence-based policy positions and recommendations for national and/or local government, as well as development of influencing strategies to achieve desired change.
- Working collaboratively with colleagues in the planning for and delivery of reports, events and other advocacy activities.
- Briefing and advising colleagues, including senior staff in areas of specialism.
- Meeting with and presenting to policy makers in government as well as other relevant stakeholders.

### Specific knowledge and skills

- In-depth knowledge of evidence, policy context and stakeholders related to children's (particularly early childhood) education and/or other child wellbeing policy area within UK context.
- Understanding of policy making processes within the UK, including the role of national and local government alongside other key actors in achieving change.
- Research and writing skills, with the ability to effectively summarise and make sense of large amounts of information quickly, pulling out salient points and spotting potential weaknesses or problems in arguments or evidence presented.
- Influencing and stakeholder management skills with the ability to build networks and develop influential relationships that help deliver advocacy goals.