

Advocacy & Policy Manager

Reporting Lines



Department	Communications and Advocacy	Reporting to	Director of Communications
Salary Range	£40,000 to £45,000	Version	APM-JD-V1-09-2024
Subordinates	Currently one intern	Working Hours	Full time: 37.5 Hours per week

Main Job Purpose

Action For Humanity (AFH) is an INGO that aims to provide aid and assistance to people affected by natural and man-made disasters. Our vision is a world of crises-resilient communities. Our mission is to mobilise and respond to emergencies and critical needs through humanitarian, development and peace-building action, helping affected communities survive, recover and build a better future.

AFH has taken a leadership role on advocacy for the ongoing conflict in Gaza and has a long history of being a thought leader on the humanitarian crisis in Syria. In order to help achieve this goal, AFH is recruiting an **Advocacy & Policy Manager**, where the successful candidate will report directly to the Director of Communications, manage and strengthen AFH’s advocacy campaigns, and develop and build networks to support our advocacy efforts. The **Advocacy & Policy Manager** will also be the focal point between the organisation and policymakers, in the UK and beyond.

The **Advocacy & Policy Manager** will advocate the humanitarian needs stemming from the crises in Gaza, Syria, Yemen and other contexts in which the organisation works. They will convey the voice from the ground, to various external audiences, and will build a presence there to promote the organisation’s work, which is rapidly evolving and is entering newer phases.

Accountabilities

Building external relations

- Lead on creating and executing an Advocacy strategy and relationship-building plan to ensure AFH is well connected and respected amongst key stakeholders including politicians, policy makers, governing bodies, other NGOs, etc. Regularly seek new opportunities to enhance external relations.
- Represent AFH in advocacy meetings, humanitarian coordination and other forums, conferences, events, and working groups, leading as many as possible.
- Build and maintain AFH's relationships with influential people and authorities, including politicians and Governing bodies. Facilitate supporting regular and meaningful engagement with them.
- Build and maintain relationships with regional advocacy groups in and around Palestine, Syria, Yemen and other contexts.
- Position AFH as influential in public debates on Palestine, Syria, Yemen and other countries where AFH works, making AFH a resource for journalists and other key stakeholders covering related issues.
- Keep abreast of regional advocacy groups in and around Palestine, Syria, Yemen and other contexts

Supporting internal stakeholders

- Guide and advise AFH's head and field offices on advocacy issues and trends.
- Support our field offices with Advocacy capacity building and enhancing business development, partnerships, and institutional funding.
- Support the head office with enhancing business development, partnerships, and institutional funding, through targeted external stakeholder engagement and improving the technical branding of Action For Humanity in the eyes of potential partner institutions
- Identify advocacy opportunities by working with the wider Communications and Marketing departments in the writing, editing, commissioning and disseminating of press-releases, op-eds, statements etc., to secure coverage of the organisation's work across the media spectrum.
- Collaborate with the Marketing team to create interesting and engaging multimedia content to ensure the organisation's marketing and brand strategies incorporates our advocacy position.
- Provide analysis to the CEO, Director of Communications and other stakeholders, including inputs and talking points for meetings, as required.
- Promote a principled approach to advocacy, policy and external relations among relevant internal stakeholders, and ensure that external messaging is evidence-based and driven by field realities.

General

- Closely monitor the evolving humanitarian and political context in the Middle East, Asia and Africa, particularly where AFH currently operates, and disseminate written and verbal updates and analysis in a timely manner to internal and external stakeholders.
- Produce high quality public and private policy and advocacy materials including letters, briefing notes, position papers, and advocacy reports.
- Build up AFH's advocacy work in relation to domestic programmes.
- Promote the advocacy positions of the Syria Relief brand as well as the Action For Humanity brand.

Our Values

Believe in the cause

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

Work together

Teamwork is the backbone of our work’s success.

Give with grit

Being a “gritty” person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

Make life better

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

Work Environment

- The ideal candidate will be based in or near London, working remotely with once monthly visits to AFH’s headquarters in Manchester, and regular travel to the field.

Job Requirements

Education	<ul style="list-style-type: none"> • Degree (or equivalent) in relevant field i.e., International Development, International Relations, Public Relations, Economics, Politics.
Experience	<ul style="list-style-type: none"> • Strong experience and track record in an advocacy or similar role. • Experience in building strong relations and networking with key staff within various UN agencies, especially I/NGO, Forums, UN, OCHA meetings and with local ones. • Collaborating in multi-national organisational problem solving, operations in complex organisations. • Active participation with I/NGO Forums desirable. • Understanding of UK political and media landscape.
Skills	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Excellent analytical and interpretive ability. • Team player with a positive, can-do attitude; comfortable with continuously changing priorities in a fast-paced environment. • Strong IT skills (programmes such as MS Office, Outlook and PowerPoint). • Ability to balance multiple priorities in a fast-paced environment. • A willingness to work variable hours, with occasional weekend and evening work and to travel, both nationally and internationally.
Languages	<ul style="list-style-type: none"> • Strong written and spoken English • Written and spoken Arabic (desirable)