

Job Title:	Policy, Advocacy & Public Affairs Officer
Department:	Strategy and Communication
Location:	London
Reports to:	Head of Communications (In interim to Director)
Line Management Responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Policy, Advocacy & Public Affairs Officer is responsible for developing and implementing advocacy strategies that advance the organisation’s mission, influence public policy and help achieve strategic priorities. This role involves engaging with policy makers, building relationships with key stakeholders, researching and writing policy positions, planning advocacy campaigns and supporting public affairs initiatives. The Policy, Advocacy & PA Officer will work closely with the Head of Communications to ensure that advocacy and public affairs efforts are integrated into the organisation’s broader communication strategy.

Key Accountabilities:

Advocacy

1. Identify key policy issues and opportunities for targeted advocacy campaigns to achieve organisational goals.
2. Conduct stakeholder mapping to identify key influencers, decision-makers and partners in the public policy space.
3. Develop and maintain a comprehensive database of stakeholders and ensure regular engagement with them.
4. Provide updates on legislative, regulatory and policy developments/changes that impact the delivery of our advocacy approaches.
5. Prepare policy briefs, position papers and other advocacy materials that are aligned with the organisation’s advocacy goals. Ensure that all materials are well-researched, evidence-based, and aligned with the organisation’s advocacy goals.

Stakeholder Engagement

6. Maintain relationships with government officials, policymakers, and other key stakeholders in the public sector.
7. Represent the organisation at advocacy meetings to further our policy positions.

8. Collaborate with other organisations, coalitions and networks to advance shared advocacy goals.
9. Engage with the external agencies to promote the organisation's advocacy efforts.

Public Awareness and Campaigns

10. Execute public awareness campaigns that raise the profile of the organisation's advocacy issues and educate audiences on key issues aligned with strategic priorities.
11. Input into the creation of compelling campaign materials and ensure broad public engagement.
12. Plan and coordinate events that promote the organisation's advocacy and public affairs goals.
13. Collaborate on the development and dissemination of advocacy messages aligned with the organisation's strategic objectives.

Monitoring and Reporting

14. Track and report on the impact of advocacy initiatives to refine advocacy strategies and improve effectiveness.

Other Responsibilities:

15. Ensure all records are maintained and stored appropriately in line with Muslim Aid's document management and IT policies.
16. Comply with all organisational policies, procedures, legal, and regulatory requirements.
17. Perform any other duties commensurate with the accountabilities of the post.
18. Travel as and when required on short notice.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in Political Science, International Relations, Public Policy, Law, or a related field.	Essential	Application
A master's degree or additional certifications in public affairs or advocacy is a plus.	Desirable	Application
Experience & Knowledge:		
Experience in advocacy, public affairs, or a related role, preferably within an INGO or nonprofit organisation.	Essential	Application and Interview
Experience in policy analysis, stakeholder engagement, and advocacy campaign development.	Desirable	Application and Interview
Skills & Abilities:		
Strong analytical and research skills, with the ability to conduct policy analysis and develop evidence-based advocacy materials.	Essential	Application and Interview
Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.	Essential	Application and Interview
Proficiency in public affairs strategies, government relations, and coalition building.	Essential	Application and Interview
Ability to manage multiple projects and priorities in a fast-paced environment.	Essential	Application and Interview
Passionate advocate with a commitment to social justice and the organisation's mission.	Essential	Application and Interview
Strategic thinker with a proactive approach to problem-solving.	Essential	Application and Interview
Culturally sensitive and adaptable, with the ability to work effectively in diverse, multi-cultural environments.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	

