

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Policy and Advocacy Adviser
Directorate	Influencing and External Affairs
Unit	Policy, Campaigns and Youth
Grade	3
Salary	£46,400 per annum
Hours	Full-time – 5 days (34.5 hours) per week
Contract type	Permanent
Location	UK based - hybrid working model, where staff split their time between working at home and at our office near Old Street.
Reporting to	Senior Policy and Advocacy Manager
Responsible for	n/a

Overview

Plan International UK is a global children's charity striving for an equal world. One where every child can reach their full potential and every girl can choose her own future.

We bring people together to protect children's rights and keep girls safe, in school and in control of their bodies – even when disaster strikes. And we won't stop until we are all equal.

You can find out more about Plan International UK and our work [here](#)

To find out more about working at Plan International UK please visit our [careers site](#).

The Policy and Advocacy Adviser is based in the Policy, Campaigns and Youth Unit (PCY) within the Influencing and External Affairs Directorate.

The **Influencing and External Affairs Directorate** builds awareness, fosters engagement and mobilises support for Plan International's mission of children's rights and equality for girls, and works with diverse young people to advocate for change. It delivers powerful influencing strategies through policy and campaigning, in partnership with young people in the UK and globally. It creates engaging and impactful communications, a cohesive brand presence, and builds relationships with stakeholders in support of our objectives, ensuring that our charity's message and impact resonates with audiences. And it drives our organisational ambition to centre young people and youth voices across our work.

The newly formed **Policy, Campaigns and Youth Unit** is a dynamic and agile team that brings together our policy, advocacy, campaigning and youth engagement work to influence change for girls' rights and gender equality globally and in the UK. We advocate to Government and Parliament, mobilise our supporters to campaign for change and build meaningful partnerships with young people around the world to shape and deliver our work. The Unit drives Plan International UK's ambition to listen to, act on and platform the voices of diverse young people, and shift power through anti-racist and decolonising approaches in our influencing. And it harnesses the power of its stakeholder relationships to build understanding of and support for Plan International UK's wider work.

Job Purpose

To develop and implement impactful policy and advocacy strategies to influence UK Government international policies across a range of policy areas relevant for the rights of girls globally, especially those living in low income and crisis contexts. This includes policies around gender equality, girls' education and violence against women and girls. The role will build and manage influential relationships across the UK Government and other partners and lead on key influencing processes and moments, including Global Summits, in partnership with young people ensuring they are able to effectively engage in influencing.

Key Deliverables	Key Responsibilities
Impactful Policy & Advocacy	<p>Working in collaboration with the Senior Policy and Advocacy Manager, identify the most impactful opportunities for influencing impact on girls' rights and gender equality with the UK Government, and lead on developing and delivering strategies including:</p> <ul style="list-style-type: none">• Leading key influencing moments (e.g. COP) and processes (e.g. Government consultations) working in collaboration with the wider Plan International family and colleagues across Plan International UK• Draft high-level briefings, submissions to government consultations and correspondence; and develop and deliver regular written and oral briefings to civil servants, Government officials and other key decision makers on key policies and programme work• Identify and create opportunities to influence processes through consultations, inquiries, strategy development and other mechanisms that will advance Plan UK's policy and advocacy objectives• Maintain up to date knowledge on relevant policy areas and the political landscape, and provide strategic and timely analysis of policy developments relating to Plan International's work advocating for girls' rights and gender equality in the UK government's international policies• Work with partners and the wider Plan International family colleagues to contribute to the development of credible research products that support our policy and advocacy work• Lead the development of secondary background research as required to support policy and advocacy work, including managing consultants where required• Work with colleagues to ensure policy cohesion across our policy areas and ensure that all policy and advocacy work is rooted in an anti-racist approach and aligns with our influencing work on locally led, globally connected <p>Project manage working groups with colleagues during key influencing processes and moments (e.g. COP) to position Plan's programmes and impact and advance influencing objectives</p>
Strategic Stakeholder Management & Representation	<p>Represent and position Plan UK as a key leader on gender equality and girls' rights in order to advance our influencing and programming objectives including:</p> <ul style="list-style-type: none">• Build and manage Plan UK's credibility, influence and relationships with key officials in the Foreign, Commonwealth and Development Office (FCDO) including with senior stakeholders to support our programme and influencing objectives, both in the UK and with Country Offices, working closely with the International Programmes Directorate (IPD)

	<ul style="list-style-type: none"> • Build and manage influential advocacy and policy relationships with civil society networks and coalitions including youth partners, and develop creative ideas for furthering Plan UK's influencing agendas in partnership with others • Contribute to relevant sector wide networks and groups and feedback intel, updates and analysis to colleagues • Work alongside colleagues in IPD to strengthen relationships with other key global donors and networks, including Education Cannot Wait • Provide high quality support to the CEO and other senior staff with external stakeholder engagement, developing targeted briefings both written and oral <p>Work with programme technical specialists to identify evidence and impact in Plan International UK's programmes and profile this with relevant policy makers</p>
External Profile and Communications	<ul style="list-style-type: none"> • Ensure Plan International UK's policy priorities are profiled and visible in the sector, with the UK Government and at key moments across the year • Ensure key messaging frameworks are grounded in sound gender analysis and advance girls' rights • In collaboration with media colleagues, proactively identify and create opportunities to use our expert voice externally in the media, and develop policy-oriented key messages and materials for use in media • Engage with sector networks and colleagues and provide updates and intel to colleagues <p>Work closely with colleagues to support public and parliamentary engagement in support of our influencing objectives; including taking part in matrix Campaigns teams as required</p>
Youth Centred Influencing	<p>Support the organisation goal to integrate a youth-centred approach to influencing including by:</p> <ul style="list-style-type: none"> • Engaging youth partners in the shaping and implementation of influencing strategies • Play an active role in supporting young people to engage in advocacy moments and processes with the UK Government <p>Working closely with the Youth Engagement Lead and in collaboration with the wider Plan International family colleagues, deliver on Plan UK's youth engagement in relevant global advocacy events</p>
Other Duties	<p>Contribute to the Unit, Department and organisation's wider work including:</p> <ul style="list-style-type: none"> • Actively contribute to and deliver on efforts to take an anti-racist approach across all our work • Support the goal to integrate a youth-centred approach to influencing <p>Ensure effective monitoring, evaluation and learning of our work, including contributing to organisational processes</p>
General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with Plan's policies and procedures • Participate in training and other activities as required

Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan International UK's position on promoting girls' rights and gender equality, diversity and inclusion and anti-racism and integrating this into all aspects of your work
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Level of Safeguarding Responsibility	<p>High – Direct contact with children, young people or programme participants frequently</p> <ol style="list-style-type: none"> 1. Act as a role model representing Plan International's commitment to non-discrimination and safeguarding 2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate 3. Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan's duty of care <p>An Enhanced DBS check with barred list check is required.</p>
Level of Budgetary Responsibility	No budget responsibility

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	August 2024
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

Essential Criteria

Experience of leading policy and advocacy strategies within a charity or similar organisation that resulted in successfully influencing UK Government policy

Experience of working in a policy environment including a good understanding of UK Government and policy processes relevant to Plan UK's international policy agendas and an understanding of the tactics and approaches to influencing them

Proven ability to produce robust, evidence-based and influential policy positions, based on sound understanding and analysis of evidence, youth perspectives, and the UK policy and political environment.

An understanding of the development and humanitarian policy discourse on gender equality and girls' rights in development, fragile and humanitarian contexts alongside a commitment to applying a feminist and anti-racist approach

Ability to work with young people to deliver impactful advocacy strategies, ideally with experience of having done so previously, including co-designing events and supporting their meaningful engagement in global processes and events

Strong project coordination experience including working across multiple teams and partners

Experience of building and managing influential relationships with a range of high-level stakeholders including civil servants, Ministerial teams and partner organisations including youth led organisations

Ability to communicate effectively with a range of audiences including expert and non-expert audiences (including the media, campaigners and parliamentarians), both in writing and orally

Ability to think strategically and apply strategic analysis to day to day and longer-term decisions regarding policy and advocacy work

Ability to work effectively in a fast-changing external environment with the ability to quickly respond to new developments, adapt plans accordingly, and take a solutions-oriented approach when facing challenges