

# act:onaid Job Description and Person Specification

Job Title:	EU Women Rights and Migration Advocacy Advisor		
Job Family:	Advisor		
Directorate/Cluster:	Europe, America & Global Public Engagement and Supporter Growth in Public engagement and Supporter Growth	Unit/Team:	Europe(EU) Region
Grade and Salary:	Grade D	Contract Type:	Fixed Term Contract (FTC) 2 years
Location:	Belgium, Brussels	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Head of Country Engagement and Transformation Americas and Europe (HCE&T)		
Direct Reports :	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No x <input type="checkbox"/>		
Role Overview:	<p>ActionAid is seeking an innovative and dynamic Women Rights and Migration Advocacy Advisor for advancing ActionAid’s work on women rights and Migration within climate and economic justice streams of work, to achieve a feminist just transition in the EU and the 45 countries where ActionAid works:</p> <ul style="list-style-type: none"> <li>• The EU Advocacy Advisor role anchors ActionAid’s influence with EU institutions and Brussels-based civil society networks and allies, providing policy analysis and strategy on the issues of women rights and migration within climate justice(finance, agriculture, minerals &amp; extractives, climate induced migration), and economic justice (debt, austerity, corporate accountability) agenda in relevant EU spaces.</li> <li>• Coordinates with European ActionAid (AA) country offices, providing support for collaborative initiatives at the regional level.</li> <li>• Assists AA country offices across the federation to advance their objectives when EU/ EC institutions are targets or potential allies.</li> <li>• Collaborates with colleagues in the AA Global Secretariat (GS) and federation to support advocacy, campaigns and research, joining the dots between issues in the Global North and South, advancing AA’s strategic priorities.</li> </ul>		
Areas of Responsibilities	Key Activities		
Strategic Leadership	<ul style="list-style-type: none"> <li>• Support and represent AA’s positions and interests at the EU and related institutions, ensuring that the organization’s profile and reputation are promoted, and opportunities for influence are identified and exploited.</li> <li>• Coordinate the implementation of the European regional component of advocacy and campaigning strategies developed by GS Teams and Members, and the signature campaign through lobbying and other influencing activities including promoting our messages and positions through policy forums and in alliances with other civil society organizations.</li> <li>• Coordinate work at European country offices to support AA initiatives at the regional level, encouraging inputs and actions to support agreed AA priorities.</li> <li>• Facilitates influencing and campaigning work promoted by AA country offices when supporting agreed priorities or advancing their own campaign and advocacy initiatives at European level.</li> <li>• Provides regular analysis of political developments and opportunities related to migration and women rights within the climate/economic justice agenda at the European Union and shares with relevant staff around the Federation.</li> </ul>		

# act:onaid Job Description and Person Specification

<p>System, Policies and Procedures and ProductManagement</p>	<ul style="list-style-type: none"> <li>Effectively contribute to the development of impactful and innovative advocacy and campaigning in relation to EU institutions.</li> <li>Support the development of collective positions and knowledge within Europe to support meaningfully engagement with policy innovation and systems change at global level (aligned with AA Global Strategy, the feminist principles and the related Strategic Implementation Framework).</li> <li>Facilitate cross-Federation learning from advocacy/campaign experiences as a keyway to promote innovation and improvement in AA's influencing methods.</li> <li>Put in place robust systems for advocacy planning, internal communication, delivery and monitoring and evaluation, ensuring these systems support effective, timely cross-functional and cross-country working and reduce transaction costs.</li> </ul>
<p>Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> <li>Monitor potential risks that may arise from advocacy and campaign actions in Europe and develop plans with GS and country colleagues to address and manage them.</li> <li>Contribute to identify and creatively resolve multiple conflicts and disagreements among countries and across GS functions on advocacy and campaign strategy, positions, tactics, decision-making, and resourcing, working collaboratively with other GS Heads and Leads to broker compromises while keeping the advocacy and campaign on course to achieve agreed objectives.</li> </ul>
<p>Communications , Influencing and Coordination</p>	<p>External</p> <ul style="list-style-type: none"> <li>Support the HCE&amp;T to build and strengthen relationships with civil society partners, social movements, and campaign allies at the regional level and ensuring coordination with other regions.</li> <li>Convene and engage advocacy/campaign teams around external engagement and advocacy/campaigning opportunities at regional level to strengthen local-global influencing impact.</li> <li>Support and complement the HCE&amp;T to raise the profile of the AAI within the region, representing and advancing the vision, mission, and values of AAI with governments, donors, and regional institutions.</li> </ul> <p>Internal</p> <ul style="list-style-type: none"> <li>Ensures Federation members and GS relevant teams' meaningful participation in the development and implementation of influencing and campaigning activities.</li> </ul>
<p>People Management</p>	<p>People management is not envisaged, but it is important to build constructive cross-functional collaboration within the GS teams and with AA members. The Women Rights and Migration Advocacy Advisor will be part of the EU office team led by the Head of Country Engagement and Transformation for Europe and Americas. The team also includes EU Advocacy Advisor, EU Partnership Lead and 3 Business Development Advisers. The role will also report to the Head of Programme and Influencing and the Head of Campaigns and Communications.</p>

# act:onaid Job Description and Person Specification

PERSON SPECIFICATIONS	
Education, Language and Qualifications	<ul style="list-style-type: none"> <li>An advanced university or Postgraduate degree in social sciences or equivalent experience.</li> <li>A Master's degree will be advantageous</li> </ul>
Essential Experience	<ul style="list-style-type: none"> <li>Experience of policy advocacy and/or social justice organizing; networks and connections at international or regional level on Migration and Women Rights</li> <li>Experience of preparing briefing papers for civil society organizations (CSO) aimed at engaging the public and influencing decision makers, and directly presenting and negotiating in various fora</li> <li>Experience of working in a membership organization and engaging members in the policy process</li> <li>Substantial experience in working in or with European Union or related institutions and Civil Society Organizations networks.</li> <li>Experience to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.</li> </ul>
Essential knowledge	<ul style="list-style-type: none"> <li>Deep understanding of intersectional gender, migration, economic and environmental justice struggles at global and European level in the region and understanding of and passion for ActionAid's theory of change that injustice can only be overcome by strengthening the individual agency and collective power of oppressed groups to achieve system change, related also with the Europe external action impact in other regions.</li> <li>A deep understanding of ActionAid's feminist climate and economic justice issues</li> <li>Broad knowledge of the various issues ActionAid works on and of European politics, and capacity to develop basic competency in new areas as needed.</li> </ul>
Essential skills	<ul style="list-style-type: none"> <li>Skilled in driving clear, measurable objectives and key results, including in cross-functional and matrix settings.</li> <li>Ability to identify priorities and capacity to convey strategic needs and objectives in a synthetic but exhaustive way</li> <li>Strong team player, able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities</li> <li>Proven ability to think strategically and analytically</li> <li>Proven initiative, flexibility, and enthusiasm in managing complex activities in an organizationally complex and changing environment</li> <li>Proven ability to work and deliver high-quality work on own initiative with minimal supervision, ability to work to deadlines under pressure.</li> <li>A strong commitment to develop, promote and practice AAI's vision, mission, values, and strategy</li> </ul>
Language requirements	<ul style="list-style-type: none"> <li>Fluency in spoken and written English.</li> <li>Knowledge of other European language relevant to the context/ region is an added advantage.</li> </ul>

People Management Responsibility		
<i>Approximate number of people managed in total</i>		0
<i>Team member</i>	Individual contributor, no direct responsibility for leading others.	Yes

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organization's values and practice, which are:

# act:onaid Job Description and Person Specification

- Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement
- Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by:                      Signature                      Date:

Reviewed by:                      Signature                      Date:

Received by:                      Signature                      Date: