

act:onaid Job Description and Person Specification

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| Job Title: | Feminist Alternatives to Neoliberalism Policy Adviser | | |
| Job Family: | Political and Programme Strategy | | |
| Directorate/Cluster: | TRANSFORM (Political and Programme Strategy) | Unit/Team: | International Women's Rights and Economic Justice Teams |
| Grade and Salary: | D | Contract Type: | <i>One-year fixed term</i> |
| Location: | Preferably Nairobi or Johannesburg (possible in other African countries with ActionAid presence) | Budget Holder: | No |
| Reports to: (incl matrix reporting) | Global Lead, Women's Rights and Feminist Alternatives Matrix to partner – NAWI (African Feminist Macroeconomics Collective) | | |
| Direct Reports: | None | | |
| Matrix Reports: | None | | |
| DBS (CRB) / Police Check: | No | | |
| Role Overview: | <p>Working closely with our lead partner Nawi- African Feminist Macroeconomics Collective you will coordinate a series of processes contributing to documenting African feminist perspectives on alternatives to neoliberalism. This includes convening an Africa regional meeting of key, diverse movements and individuals to propose feminist alternatives to neoliberalism with an Africa-specific perspective. It will involve preparatory work, including identifying a reference group, soliciting individual short think pieces, and collaboratively framing the agenda of the meeting. You will also coordinate the production of a white paper to be created and widely circulated following the convening. You will work with relevant ActionAid staff on donor reporting, as well as mapping additional funding opportunities for future work of this nature. In the process you will also contribute to ActionAid's wider efforts towards deepening understanding of what a feminist just transition looks like in practice.</p> | | |
| Areas of Responsibilities | Key Activities | | |
| Strategic Impact and contribution | <ul style="list-style-type: none"> Developing a strategic partnership agreement with Nawi, defining appropriate and agreed roles for working together on convening diverse regional actors / movements for an African regional convening on feminist alternatives to neoliberalism | | |

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| <p>System, Policies and Procedures and Product Management</p> | <ul style="list-style-type: none"> • Collating a white paper and other convening output (s) as collectively agreed • Disseminating the paper and other resources through earned and paid media; sharing with allies; etc. • Preparing reports and summary accounts for the donor. • Investigating alternative funding options in collaboration with the Institutional Funding Team and other stakeholders to ensure sustained financial support for this type of project. • Supporting proposal development where there are significant strategic funding opportunities |
| <p>Issue Resolutions, Crisis/Risk Management</p> | <ul style="list-style-type: none"> • Maintaining close communication with NAWI, in line with the agreement reached, flagging any tensions regarding preparations for and follow up to the regional convening |
| <p>Communications, Influencing and Coordination</p> | <ul style="list-style-type: none"> • Agreeing a core reference group for the regional convening • Developing and agreeing a framing document and a participant list for the convening with NAWI • Agreeing a date and venue for the convening / event • Developing an agenda / process for the convening and ensuring that all participants / facilitators are aware of their roles. • Supporting logistics for the convening – including flights and accommodation and interpretation facilities. |
| <p>People Management</p> | <ul style="list-style-type: none"> • Reaching out to participants to prepare short think pieces in advance of the convening. Collating these and other background resources / reading materials. |
| <p>Other delivery on strategic/ functional priorities (Directorate/Cluster-specific - maximum 5 KPIs)</p> | <ul style="list-style-type: none"> • Supporting the Federation Forum to organise sessions relating to a feminist just transition, including with external inputs. • Helping to collate insights on what a feminist just transition looks like in policy and practice and what this means for ActionAid. • Connecting with the Innovation Dialogues work developed by ActionAid Italy • Connecting with the social movement work of ActionAid Denmark and the wider federation, particularly with AA Nigeria |

PERSON SPECIFICATIONS

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| <p>Education and Qualifications</p> | <p>A relevant university degree or equivalent job experience</p> |
| <p>Essential Experience</p> | <p>Professional level: - 7 years or more experience working in a similar role in civil society organizations preferably with a strong feminist/ women’s rights / economic justice / Pan-African focus.</p> |

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| | <ul style="list-style-type: none"> • Experience with budgeting, tracking budgets and budgets reporting. • Experience in policy analysis and commissioning research gained in an NGO or public policy context. • Experience in advocacy in regional and international policy spaces relevant to women's rights and gender equality, and related negotiation and networking skills |
| Essential Knowledge | <ul style="list-style-type: none"> • Very strong thematic, programme and policy knowledge of feminist economic alternatives with understanding of links with public services, climate justice and wider system change • Experience with organising regional / international events convening diverse actors. • Fundraising experience with a range of funding institutions and knowledge of feminist funding approaches. |
| Essential skills | <ul style="list-style-type: none"> • Excellent strategic, innovative, and creative thinking; the ability to generate enthusiasm and collective drive to grow an exciting, radical, and impactful body of work on a feminist just transition and alternatives to neoliberalism from a majority world perspective. • Exemplary writing and speaking skills, being able to communicate both complex and simple information in a clear and digestible way for various audiences. |
| Language requirements | Fluency in English; proficiency in French or Portuguese is an added advantage. |

| People Management Responsibility | | |
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| <i>Approximate number of people managed in total</i> | | |
| 1- Team members | Individual contributor, no direct responsibility for leading others. | Yes |
| 1.5 | Act as mentor in a team and /or coordinating a team | No |
| 2- Team Leader | Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work | No |
| 2.5 | Responsible for one team with its own and has another team reporting directly | No |
| 3- Team managers: | Directs more than one team: | No |
| | The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members | No |

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.

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

- **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