

act:onaid Job Description and Person Specification

| Job Title: | Policy Adviser on Climate Justice and Corporate Advocacy | | |
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| Directorate: | Political and Programme Strategy | Unit: | Programmes and influencing |
| Grade and Salary:¹ | AAI Grade D | Contract Type: | Full time until September 2024 – <i>with possible renewal subject to funding</i> |
| Location: | Preferably in a hub office (Johannesburg, Nairobi or London). Possible from any country where AA has an active presence | Budget Holder: | No |
| Reports to: (incl matrix reporting) | Global Lead for Climate Justice | | |
| Direct Reports : | n/a | | |
| Matrix Reports: | n/a | | |
| DBS (CRB) / Police Check: | | | |
| Job Role | | | |
| Role Overview: | <p>ActionAid International is launching an ambitious climate justice campaign 'Fund Our Future' with a flagship report being published in September 2023 documenting the shocking scale of finance flowing from commercial banks to fossil fuel extraction and industrial agriculture in the Global South.</p> <p>The Policy Adviser will support the global campaign launch and follow up research and documentation to this flagship report, including advising on corporate challenges that arise and developing supplementary analysis / resources. The role will also support countries who are keen to engage in this campaign at national level – offering policy analysis and advice about money flows, targeting and effective approaches to corporate advocacy / engagement.</p> | | |
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| Areas of Responsibilities | Key Activities | | |
| Offer sound policy advice to ActionAid's global campaign | <ul style="list-style-type: none"> • To work closely with the Global Lead on Climate Justice and the Campaign Steering Group to ensure that there is rigorous and sound policy analysis underpinning the global campaign • To offer policy analysis on how to respond to corporate challenges and media questions relating to the campaign • To support in depth research and analysis of specific corporate actors that the campaign decides to prioritise • To deepen our policy analysis on areas that arise as the campaign develops • To coordinate the production of policy briefs with information from data collected and with support from allies. | | |

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| | <ul style="list-style-type: none"> To help develop policy guidance and positions and FAQs on sensitive issues |
| Develop ActionAid's capacity for effective corporate advocacy | <ul style="list-style-type: none"> To connect with colleagues across the federation who have experience and expertise with corporate engagement. To offer advice on how to engage with corporate actors at global and national levels – including how to avoid libel, how to sustain a dialogue that will bring about change, and how to respond effectively to any legal challenges. To offer broader advice on how to influence the policies and practices of corporate actors in key sectors that we are targeting (esp fossil fuel and industrial agriculture) |
| Support sound policy analysis by countries involved in the campaign | <ul style="list-style-type: none"> To connect with countries in the Global North and South who are involved in the campaign, offering policy advice / recommendations on how they can effectively target and undertake national campaigning To offer policy analysis and rapid feedback on draft publications and materials being produced by different countries To help connect ActionAid country colleagues with relevant policy advice and recommendations from our allies To offer appropriate policy analysis for supporting rooted campaigning work |
| Keep on top of wider policy developments that may be relevant for our campaign and programme work | <ul style="list-style-type: none"> To offer policy advice on emerging opportunities that arise from external developments To scan the wider policy literature that is relevant to our campaign and alert ActionAid to key developments To keep in touch with the work of policy colleagues in our allies to ensure we are aware of key developments and plans To ensure consistency of our policy positions with our global allies and to keep on top of policy recommendations / reports from our allies |
| Represent ActionAid in regional and global policy spaces on climate justice | <ul style="list-style-type: none"> To participate in key global processes such as COP, ensuring that our policy and campaign messages are consistently shared and heard To represent ActionAid and to support ActionAid delegations in complex policy negotiations, working with the Global Lead to ensure we are both consistent and responsive to changing contexts. |

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| <p>Support and advise campaigns and communications colleagues</p> | <ul style="list-style-type: none"> • To ensure campaign communications and materials are informed by rigorous policy analysis • To offer policy advice on reactive policy positions to media and communications colleagues • To support webinars on policy issues that help to share our analysis with communications, campaigns and non-specialist staff across the federation |
| <p>Provide support to fundraising and reporting for climate justice work</p> | <ul style="list-style-type: none"> • To support development of new fundraising proposals for our climate justice campaigning and programming work ensuring that our policy niche and expertise is clearly articulated • To seek new fundraising opportunities that arise from our policy dialogue with diverse actors • To support donor reporting on all relevant funded projects |
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| <p>Education, Language & Qualifications</p> | <ul style="list-style-type: none"> • Relevant degree / Masters or post-graduate qualification or equivalent job-related experience that will provide the candidate the necessary knowledge, skill, and abilities. • Fluency in English. • Ability to speak another international language highly desirable. |
| <p>Essential knowledge, skills experience and values</p> | <ul style="list-style-type: none"> • At least 5 years' experience of working on climate justice advocacy and on corporate advocacy. • Strong background in climate justice and social justice perspectives • Strong media and communication skills. • Good familiarity with gender and women's rights issues, and a commitment to feminist approaches • Excellent writing and communication skills • Strong networking/relationship-building skills - ability to anticipate, coordinate and facilitate activities with colleagues. • Excellent problem-solving skills and resourcefulness • Energetic, enthusiastic and interested in learning new things |
| <p>Desirable knowledge, skills, experience and values</p> | <ul style="list-style-type: none"> • Experience working in an international agency/across countries. • Comprehensive understanding of rights-based programme practice. • Practical experience of development work in Africa, Asia or Latin America, particularly with communities living in poverty. |

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| Competency Profile | |
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| Strategic Perspective | Demonstrate understanding of the Organisation's priorities and goals and effectively analyses complex problems. |
| Change Management | Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment. |
| Decisiveness | Prefers quick and appropriate actions in many management situations |
| Leading Employees | Attracts, motivates, and develops employees. |
| Building Collaborative Relationships | Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics. |
| Communication | Expresses ideas clearly and concisely; disseminates information about decisions and plans. |
| Leading with Purpose | Has personal direction and is not easily sidetracked by details or workload. |
| Credibility | Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions. |
| Taking Initiative | Takes charge and capitalizes on opportunities |