

Capsule Role Profile

Role Title (Internal HR use only): Policy Specialist PT	Operational / External Title: Policy Advisor	Date: August 2022
Department: Policy, Advocacy and Programmes	Team: International Development Policy and Practice, Research and Programme Policy Unit	Reports to: Senior Policy Specialist, Women's Economic Rights
Direct Reports: n/a	Indirect Reports: n/a	Dotted line reports: n/a
Projected historical Grade/New Level: C	Budget Holder (yes /no): No	
<p>Purpose of the Role: The International Development Policy and Practice (IDPP) team is a key delivery partner in ActionAid UK's strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights to promote their own economic empowerment, safety, equality and voice. The team is comprised of members supporting financial resource mobilisation, grant/ contract management, programmatic innovation, influencing and advocacy, and research and learning towards this end. The Research and Programmes Policy unit within the IDPP team is comprised of policy and technical advisers who advance policy perspectives and programme-led learning to ActionAid UK's target donors, influencers, policy-makers and civil society audiences. A key purpose of the role is the provision of high-quality research and policy development rooted in AA programme and policy work, applying an intersectional, decolonial feminist approach. The current focus of this role is women's economic rights, particularly in relation to macroeconomic policies (e.g. the impacts of trade, austerity and debt on women's unpaid care work and access to decent work), although this could change in future. The role demands a specialist who will bring research and policy analysis skills, the ability to collaborate effectively with colleagues and partners from the global South, and the ability to tailor high quality written outputs to a range of audiences to ActionAid UK as it continues to deliver towards the end of its current 5-year Strategy – Together with women and girls - and as the organisation continues to shape thinking for the direction of the new strategy.</p>		
Areas of Activity	Key Accountabilities and Deliverables	
Policy Analysis & Research	<ul style="list-style-type: none"> Plan and manage policy projects with supervision, including collaborative research and other initiatives with colleagues and partners and the global South. Undertake qualitative desk-based, and on request field-based, policy or campaign-related research. Manage consultants and engage and collaborate with academics for research purposes. Analyse research findings to help shape policy recommendations. Ensure policy research is grounded in a strong global South, intersectional, decolonial and anti-racist feminist analysis and framing. Undertake regular monitoring of policy and political developments in assigned focus areas. 	
Policy Promotion & Representation	<ul style="list-style-type: none"> Support ActionAid UK's contribution to Federation-wide initiatives aligned to AAUK strategy. With supervision, communicate ActionAid policy through writing articles, blogs and engaging in online debate through social media tools. Communicate ActionAid's policy positions and disseminate research findings in internal and public forums, including through public speaking. Network and build positive, constructive relations with colleagues in other NGOs, women's rights organisations, feminist networks, feminist academics, and the wider development policy community. Support with the organisation of policy and advocacy events. 	
Advocacy and campaigns	<ul style="list-style-type: none"> Provide policy support on request to the development and delivery of AAUK advocacy initiatives and campaigns, including by ensuring strategies, approaches and messaging are informed by a strong intersectional, decolonial, anti-racist lens. Support colleagues in preparing submissions, reports and presentations on our issues. Write and oversee the production of policy briefings and reports for internal and external use. Attend policy and advocacy events and lobbying meetings with decision-makers. Work with AA International staff and country programmes to implement joint advocacy projects and strategies. 	
Key relationships:		
<p>INTERNAL: Policy Specialists, Technical Advisers, advocacy advisers, Valuing Women's Work project partners, Valuing Women's Work programme partners, PQA unit, Humanitarian Policy and Practice unit, Advocacy unit, Philanthropy and Partnerships Team, Public Engagement and Communications Department, Fundraising department, Organisational Effectiveness, AAUK Leadership Group, AAI Federation. EXTERNAL: Policy stakeholders, Politicians and NGO networks.</p>		

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EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential:

- Good knowledge and understanding of women's rights in international development, especially women's economic rights and the structural barriers to these.
- A strong commitment to / understanding of applying an intersectional feminist analysis and a decolonial, anti-racist lens to policy, research and ways of working.
- Commitment to ActionAid's values, including our Feminist Behaviours, anti-racism and promoting women's rights.
- An understanding of UK and international politics, actors and institutions in the field of international development, including economic development and women's rights.
- Experience of undertaking research on relevant issues gained in a public policy, NGO or academic environment.
- Knowledge and experience of a range of qualitative research techniques.
- Knowledge of relevant global data sources on women's rights, gender equality and international development.
- Excellent written and oral communication skills, in particular the ability to translate complex material into concise and engaging communications for a range of audiences, including through the use of illustrations and infographics.
- Experience of campaigning or advocating for social change.
- Ability to collaborate effectively as part of diverse international teams and achieve shared objectives.
- Experience of working closely with colleagues and/or partners in the global South.
- Proven computer literacy with the ability to adopt new digital platforms.
- Experience of using social media in a professional context.
- Ability to travel overseas (up to 4 weeks per year).

Desirable:

- Experience of undertaking research and/or advocacy in relation to women's unpaid care work, decent work and livelihoods, and/or on macroeconomic policy areas such as trade, austerity and debt, and related international financial institutions.
- Knowledge and experience of feminist research methodologies and participative techniques.
- Knowledge and experience of quantitative research and analysis.
- Fluency in French and/or a second language spoken in developing countries, in addition to English.

Any Other Relevant Information – please add in any information regarding the complexity of work undertaken / complexity of relationships; level to which they drive change in their role / team / department, whether within their core duties they undertake activities that potentially could be 'risky': Research which aims to influence development modalities and/or public policy must be robust and well-evidenced. Errors could jeopardise ActionAid's reputation and political relationships

Click here for [ActionAid UK's Feminist Behaviours](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.