

JOB PROFILE

JOB TITLE: Humanitarian Support Personnel: Policy and Advocacy Adviser	
Campaigns & Policy Division, Advocacy,	JOB FAMILY: Programme
SALARY: £20,730 - £26,910 net per annum	LEVEL: Global C1
<p>TEAM PURPOSE: The Humanitarian and Security Team lead political advocacy in Oxfam's conflict and humanitarian campaigning. This involves developing cutting-edge analysis to inform our campaigning, frequent high-level contact with decision makers, and providing strategic direction to our public response to conflicts and natural disasters. The team links closely with other departments in the Campaigns and Policy Division, the Humanitarian Department, our offices overseas, other Oxfam International affiliates and external allies.</p> <p>JOB PURPOSE: To support in country management to ensure the integration of advocacy into normally the earliest stages of emergency programme response. Provide the key resource to ensure Oxfam's messaging is well informed and sufficiently prioritised by the programme to service Oxfam's advocacy (and by extension media and popular mobilisation) needs.</p>	
<p>REPORTING LINES:</p> <p>Postholder reports to: Humanitarian Policy Adviser – Conflict (Global) based in Oxford. Whilst on deployment, will normally report to Country Programme Manager or Senior Programme Coordinator for the crisis if in post.</p> <p>Staff reporting to this post: Possibly media and information/communications staff, depending on deployment.</p>	
BUDGET RESPONSIBILITY: None.	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Coordination of and delivery of agreed plans or strategies. Some strategic input. • Representation in coordination meetings and some external relationships. • Often working as part of a management team within a larger program unit. • Providing specialist advice or specific skills to team. • Plans/objectives contribute to departmental/broader program strategy and can involve collaboration with other departments. • Requires the ability to analyse and communicate complex information to a wide audience. • Ensures advocacy is not an add on to emergency response once programme is up and running, but integrated from the start • Provides lead on generating Oxfam's public positioning at an early stage • Role provides factual basis for other parts of Division to respond (media and popular mobilisation) working in coordination with Humanitarian Dept. 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Analysis of context, problems and solutions (other than Oxfam's programme response) to addressing a new onset crisis, building on assessment information gathered by the programme. Deployment into a more mature programme would 	

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require updating of the same.

- Provide initial topline advocacy strategy for first 1 month if deployed at the onset, and a 3-6 months strategy depending on dynamics of the context and based on more in depth assessment of who has influence to change and how Oxfam can influence, when and with who. All strategies must be structured along the following: Context, Objectives, Key Messages, Power Analysis, Targets, Allies, Tactics, Risk, Action Plan
- Act as the policy lead for the crisis for Oxfam GB and for Oxfam International (OI) where Oxfam GB is the lead affiliate, requiring coordinating an OI crisis campaign group - through telcons and consensus building around strategy, messaging, short term actions/tactics, and sign off. Be the main point of contact on advocacy for this team, Oxfam GB's humanitarian advocacy team, and Oxfam International's Humanitarian Advocacy and Coordination Team.
- Provide the main resource within the country/response team for delivering policy and advocacy – consulting with programme staff on strategy, and sign off and generating analysis and information from colleagues and programme beneficiaries and other players. Work with programme colleagues in such a way to enable an efficient handover at the end of deployment.
- Work with programme team to ensure integration of advocacy into planning, thus providing advice in budgeting and recruitment needs, and providing training as necessary and feasible. Work to establish systems for longer-term post holder where agreed.
- Ensure that all advocacy clearly articulates a gender perspective to messaging and tactics.
- Vigorous networking to continually inform, challenge, and improve advocacy messaging and tactics, investing in relationships and attending meetings in which managers may not otherwise have the time to invest
- In country representation and lobbying with UN, donors, government officials according to agreed strategy, and in agreement with management line in terms of division of labour.
- Generating policy papers, confidential lobby briefs to inform in country, regional and global advocacy actions, and advice to media and popular campaign colleagues, as part of the delivery of the advocacy strategy
- Manage or coordinate with media and communication/information colleagues in country – the former may require relevant budget-holding responsibility.

When not on deployment the post holder will;

- Undertake tasks or research normally in Oxford as designated by Humanitarian Adviser (Conflict) – this may be ongoing support to the crisis from Oxford or work on other crisis, and/or inputting into global projects, or documenting lessons learnt and contributing to institutional learning.
- Undertake public speaking and media work on emergency work as requested.
- Possible cover for Oxford based colleagues when necessary

SKILLS AND COMPETENCE:

Essential

- Several experiences of emergency and development work with a broad understanding of context, dilemmas, challenges and ways of working. Experience can be in management but with a track record in advocacy.
- Ability to think strategically and beyond the local/country context
- Excellent communication skills, verbal and written
- Thorough understanding of and active commitment to promoting gender equity issues and the interests of marginalised people in all advocacy related work.
- Experience of influencing government, donors and other organisations through representation and/or advocacy.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts. Excellent Teamwork skills and the ability to build good relations both

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internally and externally.

- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.