

Part 1: JOB PROFILE

JOB TITLE: Senior Advocacy Officer (LAC) – Conflict, governance and human rights

1 MAIN PURPOSE OF JOB

To develop and manage Christian Aid's Latin America and Caribbean advocacy strategies towards the UK/Irish Governments, the European Union and multi-national institutions relating to key corporate and regional priorities, to represent Christian Aid (CA) in Europe and internationally and to ensure good links between the Latin America and Caribbean Division (LAC) and other divisions and departments in CA.

2 POSITION IN ORGANISATION

Reports to the Head of the Latin America and Caribbean Division
Liaises closely other staff within the Division, CA staff from other divisions and departments and with UK/I agencies and organisations.

3 SCOPE OF JOB

- Policy and strategic responsibility for LAC's advocacy work on specific issues, currently conflict (with particular emphasis on Colombia) governance and participation, and human rights
 - Advocacy, Lobbying and Representation
 - Championing links with key external groups and within Christian Aid
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4 DIMENSIONS & LIMITS OF AUTHORITY

- Appraise, monitor and review advocacy partners' programmes in the UK/Europe
 - Co-ordinate and accompany partner visits to the UK/Europe
 - Oversee the work of consultants and accompaniers
 - Represent Christian Aid both within the organisation and externally
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5 QUALIFICATIONS

Essential

- Degree level fluency in Spanish and English
- Educated to degree level or equivalent

Desirable

- Further education in a conflict/peace/human rights or related field
 - A level fluency in French and/or Portuguese
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EXPERIENCE

Essential

- Considerable experience of international development, conflict analysis and human rights work, including advocacy, project management and strategic planning
- Staff and resource management

Desirable

- Experience of working with organisations in Colombia or other conflict-affected areas
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DUTIES & KEY RESPONSIBILITIES:

1. Policy and strategic responsibility for LAC's advocacy work on specific issues, currently conflict, with particular emphasis on Colombia, governance and participation, and human rights

35%

- To maintain an overview of needs and opportunities for advocacy on and in South and Central America and the Caribbean on a country-by-country and regional basis related to thematic priorities in coordination with the LAC staff.
- To develop, carry out and monitor advocacy strategies for agreed priority themes and campaigns including the definition of achievable objectives, strategic partnerships, targeted decision-makers/bodies, key moments, communications strategies for advocacy and follow-up.
- In coordination with LAC Country Representatives and Programme Managers to liaise with and support identified partners in advocacy activities.
- To develop short policy briefs as a framework to guide the work and liaise with other parts of CA to out-source more in-depth work to others/consultants. To monitor progress in this work.
- To maintain CA partnership links with key advocacy partners, especially those working on Colombia, to represent CA on the ABColombia (ABC) management committee and to provide management support to the ABC co-ordinator.
- To manage consultants and oversee work by others on advocacy issues related to LAC.

2. Advocacy, lobbying and representation

45%

- To develop and implement strategies jointly for influencing parliamentarians, DFID, the FCO and other government departments as required, plus with Irish government representatives, the EU system, the UN, WB and IDB, regional systems and national and local bodies where appropriate, plus with selected journalists. An emphasis on building long-term relationships of mutual understanding is critical.
- To represent CA in strategic co-ordinations for advocacy purposes and at meetings of government departments and other decision-makers.
- To provide quick response to emergency situations by producing ideas for advocacy work on such issues.

3. Championing links with key external groups and within Christian Aid 20%

- To liaise closely with CA's Global Advocacy and Policy Division (GAPD), to join relevant Advocacy Policy Groups and to ensure LAC and thematic/country priorities are adequately represented, ensure relevant information is consulted through the public policy group and that regional managers and the Head of Division are kept informed of new policy.
- To liaise with key staff in GAPD, media, the churches team, the campaigns team and others to ensure good linkages and relevance of LAC themes to their work.
- To appraise, monitor and review (AMR) partners' projects and programmes in the UK and Europe, and supervise the AMR work of office staff and companions
- To ensure compliance with Christian Aid procedures and guidelines in all aspects of the work
- Maintaining a list of key personnel in government (DFID and FCO), and other structures and organisations so that LAC and other CA staff know who are their points of contact and potential influence
- To work closely with other LAC staff on advocacy issues to ensure coordination and complementarity of roles.
- To ensure a gender perspective is included in all advocacy work.

4. Other

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. In particular, the thematic areas for this job depend on current CA and LAC priorities. These are subject to change particularly during the process of agreeing the next CA strategic plan and its implications on advocacy work in LAC. Any changes will be made in consultation with the postholder.

You will be expected in undertaking the above role to comply with any policies and procedures that Christian Aid may issue.

Person Specification - Senior Advocacy Officer - Conflict, governance and human rights

Abilities

- To analyse and summarise complex issues clearly and vividly for internal audiences and for the media and public audiences in the UK/Ireland
- To provide informed, analytical and authoritative advocacy representations with and for partners to various audiences including Government and international decision-makers as well as Christian Aid staff
- To initiate and plan work strategically
- To appraise, monitor and evaluate projects and partners
- Accurate financial budgetary control and maintenance of financial systems
- To recruit and manage staff and consultants
- Effective people and resources management
- To deal with difficult or sensitive issues requiring tact and firm handling, including security difficulties when travelling in Colombia and other countries
- Able to work with often challenging deadlines
- To work under pressure and prioritise effectively

Skills

- To communicate clearly in writing and orally, including public speaking
- To work as part of a team and communicate effectively with colleagues in the LAC region and the UK
- To establish good working relationships with a variety of people in an international context
- To represent Christian Aid in a professional and culturally sensitive manner
- Competence in the use of word processor and spreadsheets and administrative systems
- Fluency in Spanish and working knowledge of either French or Portuguese

Knowledge

- Of UK/Irish/European governments and institutions and policies relating to Colombia
- Of grant applications and back-donor funding, and project planning, monitoring and evaluation
- Of conflict, peace, justice, human rights and development issues
- Of emergency relief and rehabilitation projects with displaced people/refugees
- Of changing events and political environment in Colombia and the Latin America region
- Of secular and church organisations in the South
- Of gender and other discrimination issues

Commitment

- Willingness to travel in the LAC region, particularly Colombia, and Europe for at least 6 weeks per year, sometimes at short notice
- To gender mainstreaming and equal opportunities
- Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the Churches in relief and development and to strengthen the poor.