

JOB TITLE: Senior Economic Justice Advisor – Trade and Private Sector

1 MAIN PURPOSE OF JOB

The post has lead responsibility, in consultation with the Policy Manager, for determining Christian Aid’s policy priorities, positions and lobbying agenda on trade and broader private sector issues. This involves prioritising, advising, planning, coordinating and implementing research and lobbying on all relevant trade and private sector policy matters, including relevant trade-related, issues. The post holder will oversee cross-organisational work on trade, provide high level advice to the Directorate and relevant senior management, represent Christian at high level forums and relevant networks and coalitions and contribute actively to public communication, including the media. The post will work particularly closely with the Senior Economic Justice Advisor for Development Finance, to cover over-lapping economic policy issues, and with the Senior Private Sector Advisor based in the Advocacy Unit on relevant private sector issues. The post may line-manage and/or matrix-manage staff as may be determined.

2 POSITION IN ORGANISATION

- Based in the Global Advocacy and Policy Division
 - Reports to the Policy Manager
 - Manages cross-organisational work on trade
 - May have line management and/or matrix management responsibilities as determined by the Policy Manager.
 - Is an active member of the Policy Team
-

3 SCOPE OF JOB

- Corporate lead advisor on trade policy. This involves determining what the trade policy priorities for Christian Aid are, and leading on research, communication and engagement, in consultation with the Policy Manager.
- Overseeing and managing the cross-organisational work on trade, and supporting the Campaigns team accordingly.
- Managing development of policy positions on trade and the private sector’s role in development by overseeing and/or carrying out research and leading organisation –wide consultation processes where necessary.
- Inputting relevant private sector, trade and trade-related concerns into other areas of policy work such as climate change, accountable governance and development finance.
- Leading the development and implementation of advocacy strategies on trade and the private sector, in collaboration with relevant colleagues in the Advocacy Unit, and maximising influencing opportunities, nationally and internationally
- Influencing policy makers at all levels by lobbying and by communicating in the national media and in public.
- Managing GAPD partner relationships and grants
- Supporting and building the capacity of key strategic advocacy partners as appropriate.
- Influence governmental, inter-governmental, institutional and corporate decision-makers.

- Advising and briefing the Policy Manager, the Head of Division, Christian Aid's Directorate and its other departments.
 - Contributing actively to the public communications needs of Christian Aid in relation to the private sector and trade policy.
 - Support the advocacy work of Christian Aid RoI, Christian Aid's international partners and domestic supporters.
 - Be an active member of the Policy Unit of the GAPD.
-

4 DIMENSIONS & LIMITS OF AUTHORITY

- Responsible for designing and managing the implementation of Christian Aid's advocacy strategy on trade and the private sector within agreed parameters, and in consultation with the Policy Manager and Advocacy Unit Manager.
 - Provides oversight over Christian Aid's private sector and trade policy positions, ensuring that Christian Aid's policy positions are rigorous, accurate and internally agreed and its advocacy strategies are optimal for influencing fast-moving external debates
 - Represents Christian Aid in national/ international networks and high profile public arenas, sometimes needing to make rapid judgements about appropriate responses, providing expertise at national and international levels
 - Manages cross-organisational work on trade and investment
 - Project manages cross-organisational policy and advocacy initiatives, as agreed by the Directorate.
 - Responsible for commissioning and overseeing the work of policy research consultants
 - Manages project budgets and ensures delivery within budget
 - Works independently and proactively but also as part of a team.
 - May line-manage and/or matrix manage staff involved in private sector and trade policy/advocacy
 - Advises the senior management, the Directorate and relevant members of the Communications and Campaigns teams on trade policy
-

5. QUALIFICATIONS

Essential

- Postgraduate in development studies, economics or related areas with a strong research element or commensurate experience.
-

6 EXPERIENCE

Essential

Substantial policy, research or field experience on trade/private sector/economic development.

Experience of communicating complex issues simply, both verbally and in writing.

Sound and informed expert knowledge of poverty and development aspects of trade and the private sector, knowledge of international trade issues and economics, including gender issues.

Proven experience in undertaking and commissioning policy research.

Experience of working in, or preferably leading, projects that co-ordinate the activities of stakeholders both internally and externally.

Ability to work as part of a team

Desirable

Experience of undertaking advocacy, communications or similar work in an NGO, public policy or similar environment.

Proven lobbying experience.

Research and/or work experience in the developing world.

Foreign language skills

Experience of training and capacity building, preferably in advocacy skills

7. TERMS AND CONDITIONS OF SERVICE

The post is offered on an open contract basis.

This post is normally based in central London, near to Waterloo station and may involve international travel.

2: DUTIES & KEY RESPONSIBILITIES

JOB TITLE: Senior Economic Justice Advisor – Trade and Private Sector

DUTIES & KEY RESPONSIBILITIES:

Coordination of trade policy work and influencing strategies 10%

- Coordinate and oversee cross-organisational trade work.
- Ensure consistency of private sector and trade policy messages, especially in relation to Campaigns and public communication.

Identification and research of private sector and trade issues 35%

- To identify key policy issues and influencing opportunities of importance to Christian Aid by analysing the priorities of Christian Aid partners; current national and international public debates and political priorities, and the priorities of other development agencies.
- To research, commission research and in collaboration with others to develop policy positions on identified issues, by collecting and analysing material from international partners and from academic and other sources, drafting policy reports and papers, providing rigorous but accessible briefings, and writing or contributing to other publications.
- To maintain up-to-date knowledge of current debates and developments in international trade with regard to international development, and on the role of the private sector.
- To advice on the inter-linkages between trade, investment, the private sector, climate change and development finance.

Influencing policy makers and the promotion of Christian Aid policy 40%

- To develop an advocacy strategy for trade and the private sector, and contribute to the further development of the corporate strategy on trade and the private sector by working closely with the Policy Manager, the Head of GAPD and with other teams in the International Department, Campaigns, Churches, and Media Teams.
- To lobby governmental, institutional, and corporate policymakers, in the UK and internationally, including ministers, senior civil servants in UK and EU, senior officials in international institutions (e.g. WTO, UN, World Bank, IMF), the private sector and senior church officials.
- To represent Christian Aid publicly in order to influence decision makers, including in national print and broadsheet media, and by public speaking.
- To network nationally and internationally, and develop relationships with civil servants, politicians, policy makers in multilateral agencies and opinion formers (e.g. academics, press journalists, other NGOs) in order to optimise influencing opportunities. This may include accompanying high-level policy makers or celebrities on overseas trips.
- To support the advocacy work of Christian Aid's partners at an international, European and UK level as appropriate, including through capacity building in coordination with geographical teams
- To monitor and evaluate the impact of advocacy strategies

Support to other teams and departments

10%

- To support Christian Aid's Directorate and other teams and departments in undertaking advocacy work on trade and the private sector, including by providing rapid response to research and advocacy requests and contributing to media coverage.

Management of people, grants & financial management

5%

- May line/matrix manage staff working on trade, trade-related and private sector issues as may be determined
- To be self-administering, ensuring that any grant making for which the post has responsibility takes place within agreed procedures.
- To manage project budgets

Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

Person Specification

Abilities

- To coordinate trade and private sector policy work
- To research, analyse and listen; process and synthesise; negotiate and communicate.
- To develop and propose and promote Christian Aid's policy issues both short and long term.
- To work to deadlines; and to prioritise work effectively.
- To work flexibly with colleagues as part of a team.
- To represent Christian Aid policy and advocacy positions to various audiences, including the media, the Board, the government, IFIs and international organisations and institutes.
- To communicate both verbally and in writing to a very high standard, and especially to communicate complex issues simply.
- To carry out methodical and accurate research, particularly from an economic standpoint.
- To work as part of a team.

Knowledge

- International trade and development economics.
- Familiarity with the issues and the literature around the development agenda, poverty eradication and the development agenda.
- International political economy, international development policy, IFIs and globalisation.

Commitment

- Must be in sympathy with the aims and essential purpose of Christian Aid which is to challenge the scandal of poverty, to expose the structures and systems that keep people poor and oppressed and to take practical action to root out poverty.