



CARE International Secretariat UK Branch

1 Year Fixed Term Contract - Maternity Cover

Position Title	: Advocacy Coordinator, CARE International
Location	: London
Salary	: £30,000-£40,000 per annum, based on experience
Reports to	: Head of Global Advocacy
Travel	: 10% of time on international travel
Ideal Start Date	: ASAP from May 2018

Background

CARE International (CI) is one of the world's leading humanitarian and development INGOs. CARE works around the globe to save lives, defeat poverty and achieve social justice. CARE's Global Program Strategy sets out a bold vision to tackle the underlying causes of poverty and social injustice and by 2020 we will support 150 million people from the most vulnerable and excluded communities. The strategy focuses on humanitarian assistance; sexual reproductive rights and a life free from violence; food security and climate change and women's economic empowerment.

The CI Secretariat provides support, coordination and global coherence to the CARE confederation. The Secretariat is based in Geneva but 50% or so of its staff are remotely located at strategic places across the CARE world. The Public Engagement & Fundraising group brings together advocacy, fundraising and communications teams. We are generating a step change in CARE's influence and income by amplifying the confederation's efforts to reach, engage and excite the audiences who have the power to help us deliver programme impact and policy change. CI Secretariat is currently looking to hire its Advocacy Coordinator on short-term contract (maternity cover).

The Advocacy Coordinator role offers an exciting opportunity to support the implementation of CARE's Global Program Strategy, by facilitating information management, developing best practice, learning and capacity building for advocacy across the confederation. The Advocacy Coordinator will also support different global advocacy priorities and initiatives through coordination and by sharing evidence-based impact at national, regional and global level. The Advocacy Coordinator will be part of the CI Secretariat's advocacy team.

Key Responsibilities and Priorities

Facilitate the sharing of relevant information, experience and best practice in CI on advocacy (30%)

- Develop and maintain internal systems, processes and mechanisms to ensure timely sharing of advocacy sources of information within the CI confederation, such as ongoing initiatives, successes, decisions from CI's governance structures, advocacy strategies, position and briefing papers, reports, assessments, tools, existing capacities, and other relevant materials produced by CI members, country offices and the Secretariat.
- Work with members, country offices and relevant parts of the Secretariat, in particular those with a communications mandate, to ensure coordination with relevant information management initiatives.
- Maintain CI's website and other information platforms on advocacy in coordination with relevant members, country offices and the Secretariat.
- Prepare regular updates and newsletter of CI's advocacy work, mainly for internal audiences and when needed for external use.

Lead the implementation of the CI advocacy strengthening strategy (30%)

- Implement a comprehensive support programme to embed advocacy good practice and capacity building across CARE.
- Work with CI members in identifying opportunities and investing strategically in coordinated advocacy capacity building for country offices and partners.
- Disseminate CARE advocacy training tools, provide trainings and maintain a community of trainers across the confederation.
- Maintain the advocacy community of practice as a space for exchange, learning and innovation at all levels.
- Support and guide the membership in the implementation of CI's sign-off processes, protocols and procedures by building awareness within CARE and supporting their implementation, review and further development.

Coordinate CI Monitoring & Evaluation (M&E), Accountability and learning work for advocacy (20%)

- Coordinate the use of harmonized advocacy Monitoring, Evaluation, and Learning (MEL) tools to measure our contribution to policy change at national, regional and global levels.
- Represent the advocacy group in the CARE MEL Working Group and play a leading role in the Advocacy MEL subgroup including its connection to the Advocacy Working Group and its steering committee.
- Collect the analytical information that will contribute to evaluation and learning and collect data on meaningful indicators of progress.
- Coordinate with advocacy colleagues to ensure these tools align with the broader CARE MEL framework for CARE's global indicators.
- Support the visualization of data in ways that articulate the change we seek and our advocacy efforts both quantitatively and qualitatively.
- Support advocacy teams in developing supplementary indicators as part of measuring Program Strategy Outcome Areas impact.
- Collaborate with advocacy outcome area leads and other colleagues to draw best practices and learning from the data collected in support of a learning culture across the advocacy community.

Support the effective working of the CI Secretariat advocacy function (20%)

- Assist in the preparation of annual operating plans, budgets and reports for CI advocacy.
- Organize conference calls, meetings and workshops, including preparatory processes, documents and reports (e.g. of the Advocacy Working Group), teams coordinating thematic and event-related advocacy, and the wider CI advocacy community.
- Support the thematic Outcome Area Advocacy Coordinators in organizing their work, and aligning their approaches and strategies.
- Liaise with the representation offices to the EU and UN and provide support as appropriate.
- Participate in relevant internal meetings.
- Support administrative functions.

KEY WORKING RELATIONSHIPS

Internal:

- CI Head of Global Advocacy
- CI Senior Humanitarian Advocacy Coordinator, and other Outcome Area Advocacy Coordinators (based in CI member offices)
- CI Representative(s) to the UN / Head of Office, New York
- CI Representative to the EU
- CI Head of Communications
- CI Senior Communications Coordinator
- CI Emergency Group staff
- CI Secretariat staff
- CARE USA Knowledge Management and Communications Advisor
- Advocacy staff of all CI members and country offices including regional advocacy coordinators

External:

- Advocacy staff in peer organisations
- Contacts in UN and other international organizations as part of coordinated efforts within CI

WORKING CONDITIONS: The CI Advocacy Coordinator is based within the CI Secretariat at its increasing influence, income and impact hub in London Bridge, central London. International travel will be required on occasion.

QUALIFICATIONS

- Bachelor's degree in international relief and development sector, international relations, international law or related field (relevant Masters degree a plus).
- At least three to five years' experience in development and successful implementation of advocacy in a not-for-profit setting, preferably in an international environment.
- Proven ability to produce advocacy materials and to develop mechanisms to share and manage advocacy information and knowledge.
- Strong qualitative and quantitative skills, preferably as they relate to advocacy.
- Experience developing and implementing impact measurement activities.
- Understanding of multilateral institutions and related decision-making processes as well as knowledge of humanitarian and development issues.
- Experience travelling, working or living in a developing country.
- Fluent written and spoken English, proficiency in another major language used by CI is a plus.

CORE COMPETENCIES

- Excellent research and analytical skills.
- Excellent teamwork and inter-personal skills.
- Culturally sensitive and comfortable with working with others at a distance within a complex organisational setting.
- Excellent communications skills, including the ability to communicate effectively in writing in English (another language used in CI is a plus).
- Adaptability and the commitment to work within a small, flexible team.
- Ability to plan, organize and deliver results.
- Ability to work under pressure to tight deadlines and to multi-task.
- Committed to CARE's vision and mission and to achieving gender equality.

How to Apply:

Interested and qualified candidates should submit their CVs and a covering letter of interest in English to circruitment@careinternational.org by **Wednesday 11 April 2018**.

Only short-listed candidates will be contacted. Interviews will take place Thursday 19 April or Friday 20 April 2018.

This post is a maternity cover and is available on a fixed term basis for 12 months with possibility of extension.

More information on CARE International is available at www.care-international.org.

<p>CARE seeks to improve the lives of the most marginalised, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.</p>
