

## Peace Brigades International – UK

<http://www.peacebrigades.org.uk/>

<b>Post Title:</b> Advocacy Officer	<b>Location:</b> London, UK
<b>Hours:</b> Full-time	<b>Salary:</b> Dependent upon experience

### How to apply

To apply for the position please send a copy of your CV and a cover letter (maximum 2 pages) detailing how you fulfil the essential criteria, and the desirable criteria if relevant, for the role to [admin@peacebrigades.org.uk](mailto:admin@peacebrigades.org.uk). CVs submitted without an accompanying cover letter will not be considered.

**Closing date:** 9th August 2015. Interviews to be held in the week commencing 17th August 2015.

**Title:** Advocacy Officer

**Major Objective:** To work closely with the PBI UK Director, fundraising and communication staff and volunteers to help develop and implement PBI's advocacy strategy, helping to achieve PBI UK's overall strategic objectives.

**Place:** PBI UK Office, Archway, London

**Working week:** Full-time

**Salary:** Dependent upon experience

**On-the-job Supervision:** Director, PBI UK

### Responsibilities:

- **Lobbying:** Represent PBI in private and public meetings, seminars and conferences when required, in the UK and abroad. Carry out advocacy work with a wide range of stakeholders including MPs, Lords, members of the legal sector, government officials, NGOs, academics, church groups, think-tanks, the media, and the corporate sector.
- **Management, organisation, and coordination:** of speaking tours, strategic events and conferences. Supervision of office volunteers and returned volunteers assisting with these tasks.
- **Design and implementation of advocacy strategy:** maintain current knowledge and analysis of national and international policy developments, and of latest developments regarding the situation of HRDs. Create SMART thematic strategy and work plan and carry out regular review, monitoring, and evaluation. Work with the communications staff and volunteers to ensuring that digital media is effectively integrated into advocacy strategies.
- **Analysis and production of advocacy materials:** Read, monitor, filter and manage incoming information and news on PBI's international field projects (in English and Spanish). Maintain an up-to-date analysis of the situation of human rights defenders and human rights abuses in field project countries, including thematic developments. Liaise with PBI constituencies regarding advocacy developments in the UK including producing succinct verbal and written summaries and reports. Support other PBI staff

in publishing and disseminating advocacy and policy briefs concomitant with strategic aims including via online campaigns.

- **Support Network management:** Urgent Activations including letter writing and setting up emergency meetings. Assist in drafting texts and coordinating responses for PBI's advocacy work. Develop and maintain a database of key contacts and stakeholders. Organise and attend meetings with members of the Support Network. Respond to activations and other urgent actions when required.
- **Networking:** Support PBI's participation in other UK networks working on policy with regard to the field project countries. Maintain constructive and positive relationship with a broad network of stakeholders. Attend public and select invite events to network and develop knowledge.
- **Coordination with PBI International Groups:** Maintain regular contact with PBI projects including monthly check-in calls. Respond to emergency alerts and strategic requests where possible. Represent PBI UK in the International Advocacy Working Group, attend bi-annual face to face meetings, monthly calls participate in developing and implementing strategy and collaborative initiatives. Occasional representation at PBI International Committee meetings.
- **Liaison with PBI UK staff and volunteers:** participation in monthly staff meetings, as well as frequent one-to-one meetings with Director. Regular coordination with fundraising and communications staff and the Finance Manager regarding joint strategies, budgeting, funding proposals, media outreach, and event and speaking tour organisation. Work with fundraising to draft advocacy-led funding applications. Meet with outgoing volunteers and coordinate pre- and post-deployment advocacy activities with the Director.
- **Administration:** Be familiar with and adhere to PBI UK's Financial and Governance policies and other guidance for staff.
- **Alliance for Lawyers at Risk network:** jointly with the Director liaise and network with UK lawyers to expand and develop ALR. Liaise with HRDs in the field to coordinate legal support with lawyers in the UK including amicus briefs, legal interventions, and field delegations. Design legal support projects in consultation and coordination with UK lawyers. Develop and maintain an up to date knowledge of relevant issues in international human rights law.

## Person Specification:

### Essential

- Excellent written and spoken English
- Good understanding of written and spoken Spanish
- Degree in a subject related to PBI UK's work, e.g. international development, law, human rights or conflict studies
- First-hand field experience of PBI's work
- Knowledge and understanding of the regional and international policy landscape relating to human rights defenders
- Experience working with or lobbying the UK Government, the EU and European Parliament, United Nations bodies and other decision-makers
- Rigorous analytical skills and proven ability to write policy papers, briefings and articles.
- Proven ability to work collaboratively with other NGOs, particularly as a part of an urgent action network and / or a civil society coalition
- Experience of designing and implementing advocacy strategies, including producing advocacy materials
- Excellent interpersonal and communication skills
- Excellent IT skills including Microsoft Office, Access and Excel

- Ability to multitask effectively and manage a complex workload
- Ability to work on own initiative and as part of a team
- Ability to easily learn new systems and programs
- Experience of public speaking
- Ability to work in close collaboration with team members and remote field offices
- Strong commitment to the principles of human rights
- Impeccable attention to detail
- Flexibility

### **Desirable**

- Experience of managing volunteers
- Experience organising public events and conferences
- Experience of working with the media (including writing and broadcast interviews)
- Experience of running online campaigns
- Experience of growing and cultivating social media audiences