RESULTS UK Job Description: Head of Parliamentary Advocacy

About RESULTS

There are many organisations working to fight hunger and poverty around the world. RESULTS focus is unique: we seek to make change in the world through utilising a combination of Grassroots advocacy, Parliamentary advocacy, and Policy advocacy to create the public and political will to end poverty.

At the Grassroots level we have a network of campaigning groups and individuals across the UK that regularly take advocacy actions (such as write to a Minister or visit their MP), with well-researched and timely policy asks.

At the Parliamentary level we have a small team of experts that work to inspire and support parliamentarians in the UK Parliament (as well as the European Parliament) to become champions for ending poverty; raising awareness, calling for action and holding governments to account.

At the Policy level we have a team of in-house experts, recognised throughout the sector as being among the best in their fields. Alongside publishing original research and supporting our grassroots and Parliamentary teams with up-to-the-minute information on our issues, they also advocate directly with staff at policy-making organisations like the Department for International Development or the World Bank.

At the International level we work with RESULTS USA, Australia, Japan, Canada and Mexico. In international health we also work closely with partners in India, Kenya, Zambia and elsewhere through the international ACTION Global Health Advocacy Partnership. (www.action.org).

RESULTS UK believes the building blocks of the end of poverty can be most simply articulated as “health, education, and economic opportunities”. These are the things that all people, wherever they live, need and have a right to. Within these three areas, we prioritise a small number of specific issues where we can have most influence to achieve much needed development progress.

Within “health”, we work to strengthen the global fight against Tuberculosis (TB); promote key means to improve child survival and health; promote key interventions to reduce under-nutrition; and work with others to advocate for the strengthening of health systems in developing countries. Within “education”, we advocate for the achievement of ‘education for all’, prioritising the most marginalised; and we call for the resources and policy changes needed to strengthen education systems in developing countries to deliver good quality learning for all. Within “economic opportunities”, we promote inclusive access to diverse financial services for the most marginalised.

Across all our issue areas, our aims are to mobilise resources, change policy and policy-in-practice, and create the public and political will that will bring about change.
Role description

RESULTS has a long and successful history of inspiring and supporting Parliamentarians of all parties and both houses to become champions for the end of poverty. We do this by providing support to All-Party Parliamentary Groups (APPGs) on our issues (we currently provide the secretariat to the APPGs on Global Tuberculosis and Global Education for All); by organising parliamentary delegations to developing countries; and by briefing MPs and Peers to raise issues in Parliament through debates, parliamentary questions and correspondence with Ministers. We also engage with MEPs in the European Parliament, particularly on global health issues, in coordination with our ACTION partners.

With an exciting shift in organisational structure within RESULTS, the Head of Parliamentary Advocacy will play a key role in shaping and leading our new Parliamentary Advocacy Team. The post-holder will line-manage three Parliamentary Advocacy Officers working on our different issue areas, as well as the Parliamentary Team Coordinator who provides support to the whole team. We are looking for someone who can lead from the front, using their parliamentary experience to guide the team to establish relationships in Parliament that will deliver real results. This role is a management level role, and the successful applicant will join RESULTS UK’s management team – this requires additional work and responsibilities, including: assisting with ongoing organisational development and growth (preparing strategic documents, attending/leading strategy sessions etc.); feeding into conversations about the future of the organisation; and working with the other Team Heads to ensure close and effective coordination of our Grassroots, Policy and Parliamentary Advocacy to ensure RESULTS is fulfilling our vision and mission.

Note that as the leader of the Parliamentary Team, the post-holder will be working closely with the Policy and Grassroots Teams in order to deliver on RESULTS overarching objectives: being generous with the sharing of knowledge, advocacy expertise, and contacts while working in a collaborative environment is essential.

Key responsibilities

Parliamentary advocacy strategy

- Working closely with the Executive Director and Heads of Policy and Grassroots Advocacy, develop and oversee delivery of RESULTS’ parliamentary advocacy strategy, aiming to identify, educate, ask for action, and support Parliamentarians to take action that will lead to us meeting our goals and objectives.
- Work closely with the Grassroots Advocacy Team to ensure maximum synergy and throughput between the relationships our grassroots campaigners build with their local MPs, and the work led from the office to support MPs in Parliament.
- Work closely with the Policy Advocacy Team to ensure parliamentary activity is strategically supported by and coordinated with high quality policy research and engagement with DFID officials and other decision-makers to maximise RESULTS’ influence in achieving change.

Oversight of our relationships with UK and European Parliamentarians

- Support the Parliamentary Advocacy Officers to build and strengthen relationships with MPs, Peers and MEPs that result in them championing the end of poverty and holding decision-makers to account.
- Alongside the Head of Policy Advocacy, provide joint oversight of Delegations to developing countries and Advocacy Tours to the UK, ensuring collaboration between the Parliamentary and
Policy teams to prepare, deliver and evaluate Delegations and Advocacy Tours, and support follow-up activities.

- Oversee the secretariat functions provided by the Parliamentary Advocacy Officers to the All-Party Parliamentary Groups (APPGs) on Global Tuberculosis and Global Education for All. The APPG secretariat/coordination function includes arranging APPG meetings and events, sourcing speakers, corresponding with the APPG Officers and Members, briefing MPs and Peers to ask questions or speak in parliamentary debates, and maintaining the APPG websites.
- Ensure our parliamentary advocacy and relationships always remain non-partisan and cross-party, in line with our charitable aims and objectives.

**Partners and coalitions**

- Liaise with RESULTS organisations in other countries, the ACTION Global Health Advocacy Partnership Secretariat (based in Washington DC) and other ACTION partners to coordinate our parliamentary advocacy at a global level.
- Work closely with partner organisations and allies in Europe to coordinate parliamentary advocacy targeting MEPs.
- Coordinate with the Heads of Policy and Grassroots Advocacy to ensure RESULTS is represented in, and contributes strategically to, various coalitions and consortia (such as the Global Campaign for Education (GCE) UK, TB Europe Coalition (TBEC), the UK Consortium on AIDS and International Development, and Bond working groups).

**Communications and media**

- Oversee media activity (including online and offline traditional and social media), working closely with the team members, other members of the Management Team and across the organisation, and act as a media spokesperson for RESULTS UK as required.
- Contribute and approve content for RESULTS UK’s website, blog and social media to help achieve our organisational objectives and strengthen our brand presence.

**Monitoring, evaluation and reporting**

- Oversee the M&E of our Parliamentary Advocacy work, guiding the team on usefully recording activity and outcomes that enables RESULTS to measure its success.
- Work closely with the Finance Officer, Executive Director and Head of Policy Advocacy to prepare reports to our donors on parliamentary advocacy activity.
- Prepare regular reports for the RESULTS board of trustees.

**Management and organisational development**

- Manage the individual performance of the Parliamentary Advocacy Officers and the Parliamentary Team Coordinator, set their objectives, provide ongoing support and guidance, and review performance on an annual basis.
- Manage the finances of the team, supervise team members spending, and oversee monthly expenditure reviews on different activities and budget lines under your responsibility. Contribute, with the Finance Officer and the management team, to the financial management of the organisation, to annual and bi-annual budgeting, fundraising proposal budgets; strategic allocation of resources, and to financial reporting including variances and explanations of such.
• Working closely with the other Management Team members and Fundraising Officer, determine strategic opportunities to respond to funding opportunities, and develop relations with new donors, or to set up collaborations with other allies that may bring benefits even if not funding.
• Play an active role in the leadership of RESULTS as a member of the Management Team. Work closely with the Executive Director and Heads of Grassroots and Policy Advocacy to guide the organisation and ensure that RESULTS is fulfilling its vision and mission, while adhering to our values.
• Work with others across teams to ensure RESULTS is a learning organisation that evaluates our activities and learns lessons.

**Person specification**

**Essential criteria**

**Skills and experience:**

- At least 3 years’ experience in a parliamentary or public affairs role with demonstrable success in managing relationships with parliamentarians from different parties.
- Strong understanding of the UK and European Parliaments (including the roles of MPs, Peers and MEPs; the range of activity parliamentarians can undertake in parliament to influence Government policy; the role of APPGs; Select Committees)
- Experience of managing staff (including performance management, appraisals, addressing poor performance).
- Experience of project management including financial management, monitoring and evaluation, and reporting.
- Passion for international development and a detailed knowledge of international development contexts, concepts and debates, ideally gained through first hand experience working in Southern contexts.
- An understanding of UK aid programs, policies and practice; and the politics that surround international development in the UK.
- Experience in representing organisations at a senior level, networking, and working in coalitions.
- Excellent written and verbal communication skills in English.
- A Degree in international development or related area.

**Personal attributes:**

- Well organised, able to manage multiple tasks, and to delegate effectively.
- Ability to respond flexibly to changing priorities and to set and work to deadlines.
- Self-motivated with demonstrated personal commitment to international development and poverty issues.
- A high level of attention to detail.
- Comfort with speaking in public and to high profile individuals like MPs and Ministers.
- Willingness and ability to travel overseas.

**Desirable criteria**

- A post graduate qualification in international development or a related field.
- Experience working in the global South / a developing country.
• Experience of advocacy work targeting the UK Department for International Development (DFID).
• Experience of working in/with the European Parliament and MEPs.

**Recruitment Process**

Please apply by sending a CV (maximum 3 pages) and cover letter (maximum 2 pages) in English to jobs@results.org.uk. Do not send any other documents or attachments at this time. In your cover letter, please state where you saw the job advertised and describe and give examples of how you meet the requirements in the Person Specification.

The application deadline is **5pm on Monday 16th February 2015**. We will contact shortlisted candidates as soon as possible after the closing date. Interviews will take place on week commencing 23rd February. Due to limited staff capacity, we will only be able to contact shortlisted candidates.

The subject of your email should be “**Head of Parliamentary Advocacy**”, followed by your Surname.

**All candidates must have the right to live and work in the UK.** If you are made an offer of employment, this will be subject to verifying that you are eligible to work in the UK before you start work.

**Terms and Conditions**

1. **Starting date**
   
The position is available immediately.

2. **Salary**
   
£32,026 per annum

3. **Hours of work**
   
This post requires a working week of 37.5 hours (excluding breaks). These hours will be worked as agreed with the line manager but some flexibility may be required to meet the needs of the job. There is no paid overtime.

4. **Holidays**
   
25 days per year plus bank holidays (pro rata). Three of the 25 days are to be taken in the period between Christmas and New Year when the office is closed. Holidays are earned in arrears.

5. **Length of contract**
   
This is a permanent contract

6. **Probationary period**
   
The employee will have a probationary period of three months.

7. **Notice period**
   
During the probation period: One week. After the probation period: Three months
8. Sick pay

Details of this allowance are given in the staff handbook.

9. Cycle Policy

Staff may receive a tax-efficient loan for the purchase of a bike, through which the final price of the cycle is lower than on the market. Details at cyclescheme.co.uk.

10. Season Ticket loan

Staff may receive a loan for the purchase of a travel season ticket.

11. Location

The post will be based in RESULTS UK’s national office in 31-33 Bondway, Vauxhall, South London. The office has excellent tube, rail and bus connections with the rest of London.

12. Travel

Extensive travel will be required. The postholder must be able and willing to travel internationally.