RESULTS UK Job Description: Parliamentary Advocacy Officer (Tuberculosis)

About RESULTS UK
There are many organisations working to fight hunger and poverty around the world. RESULTS UK 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 UK 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 briefing MPs and Peers to raise issues in Parliament through debates, parliamentary questions and correspondence with Ministers; by providing support to All-Party Parliamentary Groups (APPGs) on our issues (we currently provide support to the APPGs on Global Tuberculosis and Global Education for All); and by organising parliamentary delegations to developing countries and Advocacy Tours of speakers to the UK from developing countries. We also engage with MEPs in the European Parliament, particularly on global health issues, and sometimes with other parliamentarians from other countries, in coordination with our ACTION partners.

The Parliamentary Advocacy Officer will be a key part of our Parliamentary Advocacy Team and will reporting to the Head of Parliamentary Advocacy. We have a substantial body of work on TB and the new staff member will work with existing staff to manage and develop the work. We have a large piece of work with European stakeholders on TB (with three staff involved) and we have close ties with the UK APPG on TB and exciting plans for a Global Caucus of parliamentarians (with one staff involved) and we have various other pieces of research and policy work (with staff from the Policy Team involved).

This post-holder will work closely with existing staff to ensure the delivery of our parliamentary advocacy on Tuberculosis (TB). Someone dies of TB every 20 seconds. The world’s failure to adequately address TB and other diseases of poverty is due in large part to a lack of political will. There is therefore an urgent need to scale up advocacy capacities in both donor and low-income countries to demand greater leadership and accountability on TB.

The post-holder will build relationships with UK and European Parliamentarians on TB. They will coordinate very closely with the TB lead within the Policy Advocacy Team, and with the Grassroots Advocacy Team. Globally, they will work strategically as part of the ACTION Global Health Advocacy Partnership to mobilise greater resources and political commitment for the control of TB. The ACTION network seeks to address and reverse the global TB problem through implementing cutting-edge, results-based advocacy and communication strategies. This post-holder will also support the work of the All-Party Parliamentary Group (APPG) on Global Tuberculosis (http://www.appg-tb.org.uk/) and support the ongoing development of a strong response to TB in Eastern Europe and support the development of a strong and sustained Global TB Caucus, working closely with partners in other countries as well as UK Parliamentarians to ensure new political will and action on TB.

This role is suitable for someone with public affairs or political advocacy experience, preferably in the UK, who understands the way that political decisions impact global poverty and want to influence these decisions.

The postholder needs to be dynamic, confident and efficient, capable of building relationships with parliamentarians of all parties, and the civil servants that support them. You will work alongside existing parliamentary staff and the Policy Advocacy Officers to provide the highest quality briefings and information to decision-makers and turn them into champions for RESULTS UK’s issues. You will work closely with the grassroots team to coordinate and strengthen their engagement with their parliamentarians, helping build an engaged and passionate public.
This post will provide excellent opportunities for developing parliamentary advocacy work; for building a strong understanding of key international development issues; and working directly with UK and European parliamentarians and other actors across the international development sector.

Note that as a member of the Parliamentary Team, the post-holder will be working closely with members of the Policy and Grassroots Teams in order to deliver on RESULTS UK’s 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**

- Contribute to the development of RESULTS UK’s overarching parliamentary advocacy strategy, working closely with the Head of Parliamentary Advocacy and the rest of the team, and 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 RESULT S UK’s influence in achieving change.
- Ensure our parliamentary advocacy and relationships always remain non-partisan and cross-party, in line with our charitable aims and objectives.

**Lead relationships with UK and European Parliamentarians**

- Build and strengthen relationships with MPs, Peers, MEPs and sometimes other parliamentarians that result in them championing the end of poverty and holding decision-makers to account.
- Jointly lead, with the relevant Policy Advocacy Officer(s), the planning, delivery and evaluation of Parliamentary Delegations to developing countries and Advocacy Tours for Southern speakers to the UK that aim to increase the number of parliamentarians ready to champion RESULTS UK’s issues, and influence UK Government policy, including follow-up activities with the delegates and those they spoke to.
- Support the All-Party Parliamentary Group (APPG) on Global Tuberculosis and other parliamentary initiatives on TB as they arise.
- Support the ongoing development of a Global TB Caucus, working closely with partners in other countries as well as UK Parliamentarians to ensure new political will and action on TB.

**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.
- Represent RESULTS UK in various coalitions and consortia relevant to tuberculosis and as agreed with the Head of Parliamentary Advocacy (such as the TB Europe Coalition (TBEC), Stop TB UK, STOPAIDS, or Bond working groups).
• Contribute to advocacy with major international organisations such as the Global Fund to Fight AIDS, Tuberculosis and Malaria, UNITAID and STOP TB all based in Geneva.

• Contribute to building the capacity of Southern partners to carry out successful parliamentary advocacy and policy influencing on development issues.

Communications and media
• Lead on identifying and delivering media activity (including online and offline traditional and social media) related to your issue area, working closely with the Head of Parliamentary Advocacy and across the organisation, and supporting media spokespeople (both RESULTS UK spokespeople and external champions) with briefings as required.

• Contribute content to RESULTS UK’s website, blog and social media to help achieve our organisational objectives and strengthen our brand presence.

Monitoring, evaluation and reporting
• Ensure effective M&E of your work, usefully recording activity and outcomes that enables RESULTS UK to measure its success, and satisfy the needs of our own management, donors and supporters.

• Support the Head of Parliamentary Advocacy and grant management staff in preparing reports to our donors on parliamentary advocacy activity and outcomes.

Management and organisational development
• Manage and supervise Interns or volunteers (in the office) as required.

• Develop funding ideas to support and expand pieces of your work portfolio in close collaboration with the Fundraising Officer and your head of team.

• Contribute actively to RESULTS UK’s organisational development, for instance by participating in strategic discussions, sharing your experience and ideas, and working flexibly to support other staff as required.

Person specification

Essential criteria

Skills and experience:
• At least 1 year of experience in a substantial parliamentary or public affairs role with demonstrable success in managing relationships with parliamentarians from different parties.

• 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).

• An understanding of UK aid programs, policies and practice; and the politics that surround international development in the UK.

• An ability to learn quickly about new development issues and clearly convey this information to others.

• Experience of media work or ability to write clearly and succinctly, for a range of audiences, from lengthy formal submissions to short articles or blogs.

• Experience in representing organisations, networking, and working in coalitions.

• Excellent written and verbal communication skills in English.

• A graduate qualification – preferably relating to international development, politics, or a related area.
• Experience of project management including; monitoring and evaluation; reporting; budget tracking (track expenditure and variances / basic use of Excel).

**Personal attributes**

• Passion for international development and a good knowledge of international development contexts, concepts and debates, ideally gained through first hand experience working in Southern contexts.
• Self-starting, highly organised, and able to manage multiple tasks.
• Ability to respond flexibly to changing priorities, and to both set and work to deadlines.
• A good team worker who enjoys supporting other members of a team and working together for common objectives.
• A high level of attention to detail.
• Public speaking experience and good all-round communication skills.
• Willingness and ability to travel outside the UK.

**Desirable criteria**

• Experience working in a developing country.
• A postgraduate qualification in international development, politics, or a related field.
• Experience of managing volunteers (in the office).
• Experience of advocacy work targeting the UK Department for International Development (DFID).
• Experience of working in/with the European Parliament and MEPs.

**Salary, benefits, and other key information**

Full personnel policies and Human Resources policies are available on request.

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

2. **Line Manager**
The Line Manager for this position is the Head of Parliamentary Advocacy.

3. **Salary**
This role is graded at RESULTS Professional Level 3 with a minimum salary of £26,240 per annum. The exact salary will be set on the RESULTS Spine Point Scale according to experience.

4. **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.

5. **Holidays and Sick Pay**
25 days per year plus bank holidays. 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. Details of RESULTS sick pay policy are in the Staff Handbook.

6. **Length of contract and Probationary Period**
This is a permanent contract. The employee will have a probationary period of three months.
7. Notice period
During the probation period: One week. After the probation period: One month.

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

9. Season Ticket loan
Staff may receive an interest-free loan for the purchase of a travel season ticket. Full details are in the staff handbook.

10. Place of Work and Travel
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. Some International and occasional UK travel are expected in this role, to both developed and developing countries to meet with donors and/or see international development projects first-hand. The post-holder should be willing to undertake such travel.

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. Your CV should show clearly which of your employment was full and part time and which was paid or unpaid. Your cover letter should 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 9am on Friday 29th of May 2015. We will shortlist soon after and contact shortlisted candidates as soon as possible. Interviews will take place on week commencing 1st June and may involve delivering a presentation or undertaking a written exercise. We will only be able to contact shortlisted candidates.

The subject of your email should be “Parliamentary Advocacy Officer TB”, 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.