



## Policy Advocacy Coordinator

- **Vacancy for:** 1
- **Posted on:** April 11, 2018
- **Deadline:** April 20, 2018, 5 p.m.

**GRADE:** 3

**TEAM/PROGRAMME:**

**LOCATION:** Bardibas, EFO

**CONTRACT LENGTH:** Fixed-term until December 2018 with possible extension

**CHILD SAFEGUARDING:** Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).

### ROLE PURPOSE:

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have programs in Health, Nutrition, Education, Child Protection and Child Rights Governance (CRG), Livelihoods, HIV and AIDS, and Humanitarian crises.

Advocacy is an important element of our programs and links directly with Save the Children's Theory of Change. For Save the Children to be the voice and to be able to bring results to scale, effective advocacy is a prerequisite. Save the Children's advocacy work is most effectively carried out together with partners and civil society, including children.

The Policy Advocacy Coordinator is responsible to support the Associate Director (EFO) including Program Managers to undertake policy advocacy related work in relation to program/projects issues at provincial and local levels. S/He work closely with the Associate Director to build network and relationship with provincial government including parliamentarian to lobby and advocate for issue based policy advocacy works. S/He will also coordinate with Program Managers, while dealing with issue based policy advocacy work provincial and local levels. S/He will work in an integrated approach for the advocacy and campaigning among different thematic areas as well as inter-related thematic areas will be coordinated as a priority. S/He will make regular field visits to strengthen and support the field team to identify advocacy issues/opportunities and documenting best practices related to advocacy and links them up with national level advocacy which is realistic, achievable and brings about systemic/policy level changes with impacts across the country.

The position holder will be responsible to facilitate and support Thematic Specialists/Directors to establish and maintain relationships with Federal/Provincial and local level governments and influence and support the formulation/reformulation of legal/policy framework on children's right to protection, health, nutrition, education and overall child rights infrastructure in compliance with international human/child rights standards. S/He will also work to strengthen linkages and collaboration with child rights/civil society organizations and networks to promote child rights agenda in the country. S/He will work closely together with the Specialists to keep him/herself updated about latest development in CRG, Child Protection, Health & Nutrition and Education themes nationally and internationally to ensure that Nepal Country programs' and EFO programs advocate on CRG, Child Protection, Education and Health & Nutrition is relevant and effective and in line with local, national/international development.

### KEY AREAS OF ACCOUNTABILITY :

#### Advocacy

- Make regular visits to the field to help field staff (Save the Children and Partners) identify advocacy issues relevant at the local, provincial and national level in the thematic areas of CRG, Child Protection, Health & Nutrition and Education
- Identify thematic issues pertaining to projects/programs ensuring children's rights at the provincial and local levels

- Lead to develop Influencing Strategy to bring some policy changes at the provincial and local levels
- Lead to develop and maintain an advocacy strategy covering the different thematic areas, with a special focus on integration between/ among thematic areas.
- Lead to develop, maintain and update campaign plans at the provincial as well as local levels based on global campaigns and national initiatives with special focus on integration between/ among thematic areas.
- Ensure Facilitation to Identify and document best practices related to advocacy, with an aim to influence advocacy issues and objectives at the provincial and local levels
- Link program/advocacy at the field (local and district level) with national level advocacy goals/ issues and objectives and, vice versa, in all thematic areas and areas of interlinkages
- Ensure linkages with relevant government agencies at the provincial and local levels as appropriate
- Represent Save the Children in networks and forums related to policy advocacy and campaigns, engage with government and civil society at provincial and local levels.

### **Knowledge Management**

- Keep himself/herself abreast of national/international development on CRG, Child Protection, Health & Nutrition and Education issues and use this in designing provincial level advocacy and campaigning activities, tactics, messages and action plan as relevant.

### **Capacity Building**

- In consultation with Associate director and also the policy advocacy team at national level, take lead in planning, organizing and facilitating capacity building interventions in policy advocacy and campaigning for field staff of both Save the Children, its partners and civil society networks.

### **Dual Mandate**

- Be prepared for deployment in case of larger scale emergency

### **SKILLS AND BEHAVIOURS (our Values in Practice)**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

#### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

#### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### **Integrity:**

- Honest, encourages openness and transparency

### **QUALIFICATIONS**

- Master's degree in Human Rights, Law, Political Science, Development Studies, Sociology or related Social Science(s)

### **EXPERIENCE AND SKILLS**

**Essential**

- At least 3 years of experience in advocacy and campaigning
- Knowledge and experience from national and local systems for implementation of child rights
- Drives external networks and partnerships
- Demonstrates strong negotiation skills especially on policy related issues
- Breaks down silo working and challenges behaviours that are not collaborative
- Shares knowledge and best practice on technical solutions so that others can make best use of that expertise
- Delivers influential advice and briefings to internal and external audiences to build the call for action
- Takes into consideration all possible factors to analyse a particular problem/situation

**Desirable**

- Gathers the right information and uses critical thinking to make effective and timely decisions
- Works in a team to formulate strategies and concepts
- Presents a positive 'can do' attitude to get things done
- Delivers timely and appropriate results using available resources

**Applying Procedure**

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