

<b>Job title</b>	Advocacy Officer- Maternity Cover
<b>Department</b>	The Girl Generation
<b>Location</b>	Kenya
<b>Reporting to</b>	Global Advocacy Director
<b>Responsible for</b>	N/A
<b>Liaison with</b>	TGG-ALM's leadership team, core team, Options staff in Kenya and London, consortium partners, FCDO and a range of wider stakeholders
<b>Hours</b>	Full-time
<b>Type of contract</b>	Fixed-term contract,4 Months
<b>About Options</b>	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
<b>Our values</b>	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> <li>• Our expertise delivers sustainable impact.</li> <li>• Our work generates profit with a purpose.</li> <li>• Through growth and learning, we find new ways to solve complex problems.</li> <li>• We act with integrity, always.</li> <li>• We are building a truly equitable workplace.</li> </ul>	
<b>About the programme</b>	

**The Girl Generation (TGG): Support to the Africa Led Movement to End FGM/C Programme**, (TGG-ALM) is a consortium led by Options Consultancy Services, and includes Amref Health Africa, ActionAid, Orchid Project, Africa Coordination Centre for Abandonment of FGM/C and University of Portsmouth. It works closely with the Population Council's Data Hub, the programme's data and measurement arm. The programme envisions a world where girls and women can exercise their power and rights and have expanded choice and agency and be free from violence, including FGM/C.

### Main purpose of job

The advocacy officer will be responsible for supporting the TGG-ALM advocacy team. By being hands-on in supporting and implementing a multi-country advocacy strategy. They will also work along TGG-ALM communication team to ensure Advocacy and communication messages are aligned at all times, across countries and partners, and supports with identifying and implementing external opportunities for advocacy & campaigning at the global and regional level, coordinating the development of campaign materials across partners and supporting the CAMB Technical Working Group in bringing together the different advocates from the various partner organizations.

**Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.**

### Main duties

#### **Provide substantive support to the planning and design of outreach/advocacy strategies and plans**

- Provide analysis for elaboration of advocacy outreach strategies; ensure gender perspective;
- Integrate communication, advocacy and outreach strategies into proposals for project/programmes, donor reports and other initiatives, as necessary;
- Monitor and analyze print and social media and provide analysis to the Advocacy Team;
- Provide inputs and support to the launch of local campaigns and special events.
- Liaise closely with TGG-ALM Advocacy team to develop and support the integration of new communication approaches and tools.
- Establish synergy between global communications campaigns to end FGM/C, and community-based programming on the ground
- Undertake additional coordination as requested by the Head of advocacy.

#### **Support the design, implementation and assessment of TGG-ALM's advocacy strategies and campaigns**

- Provide support to the advocacy and programme team in designing and implementing targeted advocacy campaigns in line with programmatic priority areas of intervention.
- Support the communications and advocacy working group/teams engagement with key policy instruments and policy initiatives across gender equality, Gender-Based Violence, Violence against Women and Girls, Sexual Reproductive Health and Rights

- Contribute to advancing the advocacy and policy priorities of TGG-ALM and support the implementation of the TGG-ALM's CAMB Strategy
- Support the preparations of events and outreach efforts in commemoration of relevant international days (International Women's Day, International Zero Tolerance Day on FGM/C, IDG, DAC, etc), including in partnership with UN agencies and relevant national stakeholders;
- Lead and coordinate the organization of key advocacy campaigns, such as the 16 Days of Activism Against Gender-Based Violence, and the CSW, mobilizing end FGM/C activists and civil society constituencies;
- Working closely with TGG-ALM's consortium partners, support national and regional advocacy work in TGG-ALM focal countries. (Kenya, Senegal, Ethiopia and Somaliland)
- Support reporting in relation to advocacy projects for internal or external audiences, including donors
- Prepare on a timely basis, advocacy narrative reports according to TGG-ALM's and Options contractual obligations in collaboration with TGG-ALM's Advocacy Team.
- Oversee the conduct of situational analyses and strategic reviews that will inform the TGG-ALM on emerging advocacy opportunities.

#### **Support movement building, partnerships and resource leveraging work**

- Supporting in developing opportunities for TGG-ALM to engage at a global, regional and national level.
- To Build TGG-ALM's Membership engagement network and ensure the programme complements, works with and builds on existing initiatives
- Engage with partners to build and cultivate strategic partnerships to leverage advocacy opportunities with government leadership, Ministries, other implementing partners.
- Ensure that the programme complies with, and promotes, its Do No Harm approach
- Maintain a database of specific Advocacy activities, resources, partners and reporting requirements, and work closely with the Head of Advocacy to have this information updated on a quarterly basis;
- Identify potential regional and international resource leveraging platforms and opportunities as they arise
- Work closely with the relevant staff members to generate information for the TGG-ALM website on the Advocacy activities

#### **Knowledge and Research**

- Support the TGG-ALM Advocacy Team to monitor and internally/externally disseminate emerging research on FGM/C
- Collaborate and facilitate networking with other institutions and organizations in the sharing of experiences and lessons learned.
- Ensure that advocacy strategies and approaches are aligned with the best available international evidence and best practice

#### **Representing Options' and TGG-ALM's broader interests**

- In collaboration with others from Options, represent Options and / or TGG-ALM in meetings with current and potential new clients, partner organisations and at external events to raise Options' and the programme's profile.

- Support learning and knowledge sharing across Options' programmes, identifying opportunities for collaboration, sharing of resources, leveraging relationships, and raising awareness of Options' and consortium partner's experience and expertise.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

## Key skills

- Leadership, influencing and diplomacy
- Designing strategies for achieving results
- Excellent presentation and communication skills, with the ability to inspire
- Ability and willingness to travel
- Knowledge of gender, social norms change, programming related to working towards eliminating harmful social norms.

## Key experience

- Proven ability to support coordination of complex international advocacy and communications interventions, with experience in relevant African countries
- Leveraging the resources of national governments and partners and building strategic alliances and partnerships.
- Experience of developing and maintaining successful relationships and partnerships with a diverse range of organisations and consultants
- Significant experience working on gender, women's empowerment or ending FGM programmes and campaigns.
- Experience in developing and managing the rollout of communications programmes and media strategies
- Experience in high profile representation
- Experience of managing large DFID/FCDO programmes, being a key point of contact with the client
- Experience in fundraising / business development

## Formal education/qualifications

Graduate degree in relevant subject or equivalent professional experience

## Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

### For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.

- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

**Other essential requirements:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Kenya.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
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<b>Version History</b> (For HR use only)	
Date JD reviewed by HR team member:	<b>15/01/2024</b>