



APPLICATION INFORMATION PACK

JOB TITLE:	Migration Advocacy Advisor (Maternity Cover)
DEPARTMENT:	HAARP
HOURS:	Full-time, 37.5 hours per week (Mon-Fri)
LENGTH OF CONTRACT:	6 Months (Maternity Cover)
LOCATION:	London – Hybrid working
REPORTS TO (JOB TITLE):	Head of HAARP
SALARY:	Salary: £51,577.05 Internal salary grade: 16.1
BENEFITS:	<p>28 day's annual holiday entitlement (pro rata for part time staff) plus Public/ Bank Holidays.</p> <p>MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment.</p> <p>Access to independent, free and confidential 24/7 advice on a range of issues, including personal relationships, mental health, bereavement, finances, childcare or work-related issues.</p> <p>Cycle Scheme or Bike Loans available.</p> <p>Group Life insurance currently set at a minimum of 4x basic salary.</p>

OVERVIEW OF DEPARTMENT

The HAARP forms a field-experienced team working in support of MSF operations, policy, and practice in the humanitarian arena. This work is accomplished through analysis, research, representation, and advocacy relevant to MSF's work in the field and/or out of the greater medical-humanitarian context. Our work is derived from and informed by concerns that emanate from our field projects. The unit capitalises on MSF-UK's positioning in London/UK and proximity to institutions and individuals that help to shape the environments in which we work.

The UK is a key player in humanitarian and global health issues. Both governmental and non-governmental actors (including both the private and the NGO sector) play important roles in international politics; the funding and delivery of humanitarian assistance; and the development of international health policy and delivery of healthcare. MSF, as a leading provider of independent, medical humanitarian assistance, can make a critical, distinct, and influential contribution to these debates, as well as bringing key points back to inform our own practice. Lying at the heart of MSF-

UK/IE's strategic plan, the work of the HAARP is central to establishing MSF as a credible and critical voice within the UK environment.

JOB PURPOSE

To lead MSF UK's migration related advocacy work and build up our network of key UK and other stakeholders in order to maximise opportunities to push for change and/or to hold the UK Government to account in regards to policy decisions.

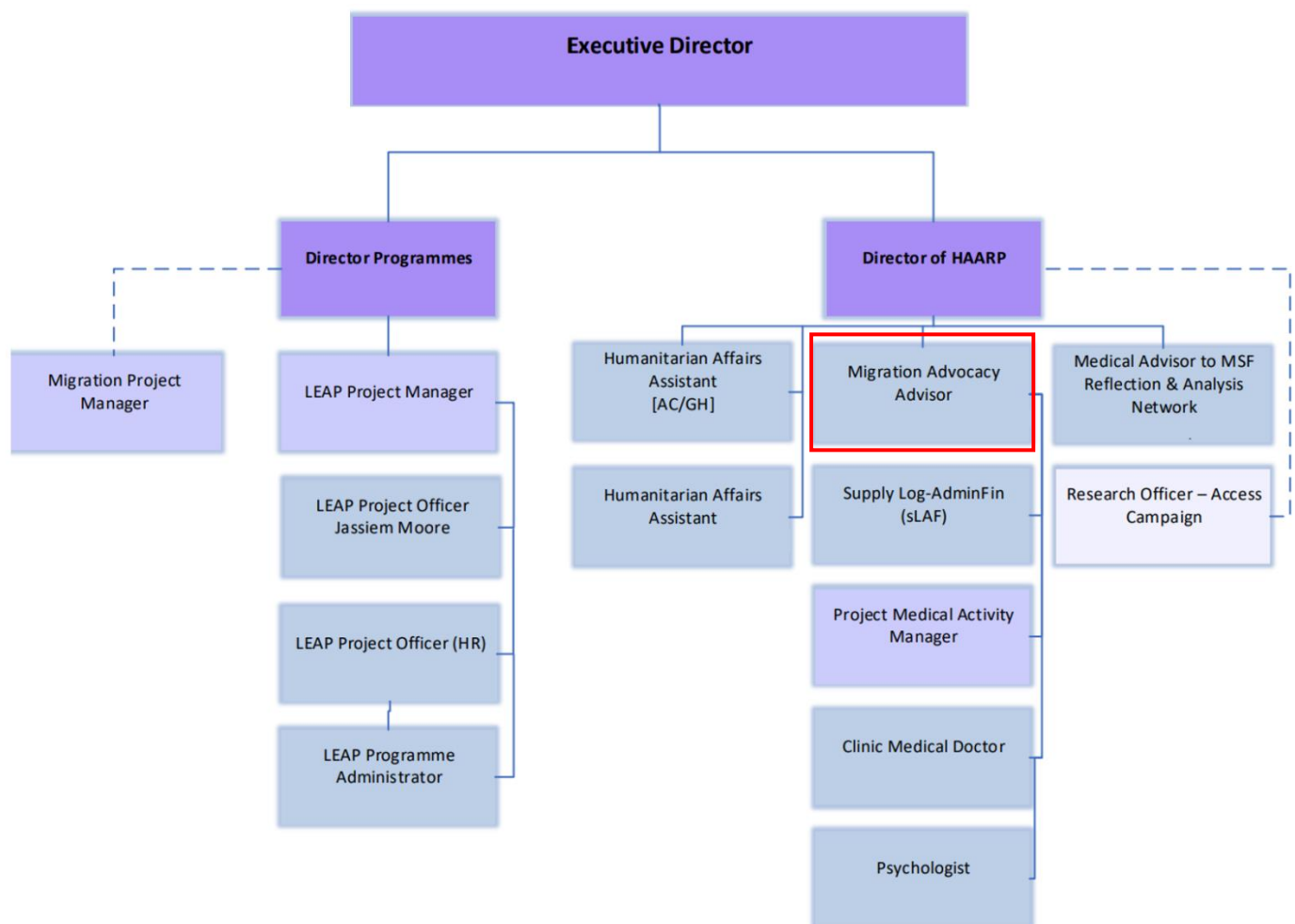
Provides humanitarian affairs support to UK operations.

Be proactive to improve and enhance MSF's wider migration advocacy and positioning work through what MSF UK witnesses in the UK.

DIMENSIONS

This role has no direct / indirect line management duties or payroll / budget costs.

ORGANISATIONAL STRUCTURE



Hierarchically, this role reports to the Humanitarian Representative of MSF-UK and works with the rest of the HAARP. They will maintain a close working relationship with Communications

regarding positioning within the UK. This role also maintains close relationships with the operational and advocacy field and HQ teams in France, Belgium and Italy on joint coordination and advocacy migration efforts.

CONTEXT

The HAARP works in support of OCA, the APH (Access to Production of Healthcare) and related MSF networks, and the MSF wider movement.

Internationally, the Humanitarian Representative forms part of MSF's Humanitarian Representation Team (HRT) Secretariate. The Access Policy Advisor provides support to the Access Campaign (AC) and the Migration Advocacy Advisor support the European migration work. The HAARP stimulates internal discussion, supports movement-level reflection projects, and maintains close contact with counterparts in the various reflection centres.

Within the MSF movement, the HAARP seeks to grow understanding of the UK and its sphere of influence as a global player in health and humanitarian action. To highlight the unique position of MSF UK has towards its external environment and to drive discussions and relevant work within the movement

This position while sitting in the HAARP; also has links to MSFs wider migration networks within Europe outside Europe – in particular the Intersectional Migration Advocacy and the France-Belgium-Italy group. Though this they provide positioning and learnings into the UK situation and vice versa.

ACCOUNTABILITIES

- Provides up to date political and humanitarian analysis on all matters relating to migration & the UK through monitoring Government, parliamentary and media activity and impact of current UK policy on migrants, and updates MSF UK's positioning and key messages regarding migration.
- Produces, drafts, and edits material (briefing papers, letters, emails, parliamentary questions) that we can share internally and / or externally across Parliament, Government, legal and health actors, and our supporters, in order to influence and advocate for change and to ensure our work is relevant, timely and impactful
- Identifies opportunities where MSF should engage with the UK Government, Parliament, the British medical community and other relevant stakeholders regarding migration and provides representation assistance to the Humanitarian

KEY PERFORMANCE INDICATORS

- Key analysis documents drafted and shared when shift in policy / activity with suggested advocacy actions / comms ideas.
- Updated messaging where necessary.
- Develop advocacy strategy for next 2 years.
- Coordinate Rwanda policy campaigning coalition of stakeholders.
- Strengthen our relationship with medical community and coordinate one event targeting them on the harms of Rwanda plans/ Nationality and Borders Act.
- Develop climate change and migration white paper.

Representative towards the UK Government and Parliament regarding migration issues in order to enhance and maximise the impact of our work.

- Builds and maintains networks with key CSOs, NGOs and migration campaigning groups in the UK and beyond, as well as with the UK medical community in collaboration with the Humanitarian Representative and project PC in order for the impact of the campaign to be relevant, timely and impactful.
- Works closely with the Comms team to develop public advocacy and comms and campaign/s related to UK migration policy and actions.
- Identifies potential joint advocacy / comms opportunities with other partner sections / OCs relating to global hostile migration policies
- Facilitates the coordination support to what MSF UK sees and joint advocacy efforts within the UK, France, Belgium, and Italy region in order to develop a wider view of the issues and to maximize impact of the campaign and the migration work within the wider region.
- Provides advice and support to the MSF UK Campaign Working Group on the focus, positioning and messaging related any current migration campaign in order for the campaign to be relevant, timely and impactful
- Undertakes humanitarian affairs / advocacy activities in the UK migration project in collaboration with the PC and OCB's humanitarian affairs advisor in the forced migration team.

- Age assessment joint Belgium, France, UK and Italy position paper finalised and shared.
- Explore / develop potential joint advocacy / comms actions between MSF Denmark on Rwanda expulsion policies.

CHALLENGE & CREATIVITY / DECISION-MAKING

- The position holder must work with the Humanitarian Representative, Comms team, PC and (sometimes) other OCs / partner sections on both reactive and proactive topics and issues, including updating positioning and key messages. This required the bring in of

discussions and information from a high number of internal stakeholders.

- Externally this position is required to maintain a close working relationship with a number of CSOs and NGOs who are working on similar advocacy and comms work – they are required to work in unofficial collaborations while maintaining MSF's unique and principled voice.
- The external political environment in the UK is dynamic which requires an agile approach to our positioning in order to stay relevant and impactful. A plethora of violent and extreme migration policies are being / will be enforced in the coming period, and we need to prioritise which policies we advocate against. Due to the constantly changing (deteriorating) political environment it is crucial to regularly assess and reassess where we think our advocacy can have the most impact based on our operational experience.
- This above means that some days require fast reactivity with short deadlines where time management and prioritisation is essential.
- Within the Government and in most parts of Parliament MSF is flying in the face of their policy and wish to make a stand against these harsh policies. This requires an approach which is both targeted and diplomatic while still making a stand to ensure that discussions are ongoing.

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.

KNOWLEDGE, SKILLS & EXPERIENCE

- A degree or experience in migration studies / international politics / social work / law etc.
- In-depth understanding and experience of, and keen interest and passion working in, forced migration contexts, on the social determinants of health and with people who have been forcibly displaced.
- Excellent written and oral presentation skills, including ability to critically analyse documents.
- Experience writing up research and / or briefings for external use.
- Ability to work as part of a team on and offline and across departments and OCs.
- Ability to work flexibly and independently and take initiative for learning opportunities.
- Ability to build relationships / collaborate with external organisations and individuals as well as within MSF.
- Ability to manage time, with competing priorities, projects.

- Desirable: Work experience with MSF in migration context.
- Experience in the practical use of personal IT equipment and Microsoft Office 365 suite. The ability to effectively collaborate and communicate within a hybrid working environment utilising Teams, SharePoint, One Drive and Yammer.

COMPETENCIES

Leadership Values

Respect:

Acting/behaving in a way that shows you care about the other's feelings and well-being.

- Value colleagues as human beings, demonstrated through equal respect for staff at all levels and across the whole movement
- Inclusive, listen to colleagues and respect their views

Integrity:

Adherence to MSFs principles and ethics, reflected in transparent honesty and complete harmony in what one thinks, says, and does.

- Offer staff an equal opportunity to access L&D initiatives.
- Demonstrates inclusiveness, acceptance, and appreciation to all staff.

Humanity:

Is people-driven, appreciative, compassionate, and caring with staff.

- Identify developmental needs and behavioural changes needed through data and conversations, while advise on possible solutions to support teams.
- Builds strong working relationships with colleagues and other stakeholders.

Accountability:

The responsibility of the individual for her/his activities, accepting responsibility for them, and disclosing the results in a transparent manner.

- Take responsibility and ownership for own work.
- Admit mistakes, misjudgements or errors and immediately informs others when unable to meet a commitment, and seek help when needed.
- Communicate clearly with staff and other stakeholders.

Empowerment:

Openness to continue one's own development and to support the development of team members. Inspires and develops people. Encourages and supports individual and team learning.

- Coach colleagues when needed, working with them to support them in their development to succeed in the organisation.
- Collaborate with colleagues to find the best solution to support their team.

HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation (please upload as one document)** by the closing date.

Incomplete applications will not be considered.

Application checklist

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

Recruitment timetable:

- **Closing date for applications: 7 July 2024 23:59 (BST)**
- **First round interviews: Approximately mid-July 2024 (TBC)**

Please note, there will be a task to complete as part of the interview process for this role.

ADDITIONAL INFORMATION

Accessibility

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting recruitment.UK@london.msf.org

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

Diversity, Equity and Inclusion

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

Safeguarding

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation,

for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

Right to work in the UK

Candidates must have the right to work in the UK. Please [click here](#) to check whether you have the right to work in the UK. If you would like to discuss your right to work status further, please contact recruitment.UK@london.msf.org.

For questions, issues or further information, please contact Recruitment.UK@london.msf.org.

We look forward to receiving your application!