



Senior Policy & Engagement Advisor

Bristol, UK

October 2020

About Development Initiatives

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

“At DI we constantly strive to make the best contribution we can to ending poverty, building resilience and ensuring that no one is left behind. We know that good data is essential to successfully and sustainably end poverty. We use our specialist expertise in data to bring forth information about people in poverty, where financing is going, what’s working, and whether those in greatest need are reached. We also play a role in improving the openness, quality and use of data. This is crucial for resources to be used effectively to address poverty and ensure that everyone is being counted.”

Harpinder Collacott, Executive Director, Development Initiatives

Senior Policy & Engagement Advisor

Role content and purpose

The Senior Policy & Engagement Advisor will work across DI's portfolio of work with a particular focus on crisis financing to improve policy and practice for people affected by crises. Our crisis financing work provides clear and objective evidence on crisis-related financing and programming, and we engage internationally with decision-makers and responders at all levels, from global leaders to local civil society, to ensure that no one is left behind.

The successful candidate will play a central role in producing and promoting our policy work. Working closely with the Crisis and Humanitarian Lead, the postholder will lead on specific policy areas and will be responsible for developing and driving DI's humanitarian engagement strategy forwards. You will deepen and broaden DI's engagement with stakeholders, represent DI externally and gather and share data and analysis to catalyse their use for change. The successful candidate will also play a leading role in identifying, developing and delivering projects on emerging crisis financing issues, as well as contributing to flagship publications such as the [*Global Humanitarian Assistance Report*](#).

This role will involve line and budget management responsibilities. The postholder will work in the [Engagement and Partnerships Team](#) and will report to the Head of Engagement. They will work closely with the [Research and Analysis Team](#) and, as mentioned, the Crisis and Humanitarian Lead.

Duties and responsibilities

Technical duties

- Build and manage relationships with key external stakeholders in crisis-related financing and response (including public officials at donor agencies, regional bodies, governments, and representatives of multilateral agencies and civil society organisations), identifying opportunities to influence change in policy and behaviour.
- Represent DI at high-level forums.
- Develop and deliver presentations to a senior audience.
- Identify and lead the development of policy-relevant research, analysis and outreach on emerging crisis financing issues, including the conceptualisation of projects.
- Write robust content for DI publications, both independently and collaboratively with other DI staff and/or consultants.

- Work closely with colleagues, across and between teams to develop and deliver effective engagement content – including writing briefings, reports, factsheets and blogs.
- Support the monitoring and evaluation of our impact.
- Undertake consultancy work and/or manage others to deliver consultancy projects as required.

Strategic scope

- Lead the development and implementation of DI's engagement strategy on crisis financing with the Crisis and Humanitarian Lead.
- Input into organisational strategic documents and application of strategy.
- Develop and work with others to lead DI's policy on specific thematic areas and cross-cutting issues, with a particular focus on populations in crisis and humanitarian response.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Maintain personal professional development and personal development plans.
- Be willing and committed to take on new work as and when required and to be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document including team management and leadership duties.

Person specification

Area		Essential/ Desirable
Experience	<ul style="list-style-type: none"> Five to ten years' experience in development, humanitarian or international relations policy development, engagement and research/analysis. 	E
	<ul style="list-style-type: none"> At least two years' post-qualification experience working in humanitarian contexts. 	D
	<ul style="list-style-type: none"> Strong engagement and networking experience, with a wide range of contacts and proven experience of managing relations with/influencing a range of stakeholder groups including governments, multilateral organisations, regional organisations, civil society organisations, politicians, the media and the private sector. 	E
	<ul style="list-style-type: none"> Demonstrable experience of conceptualising and delivering high-quality, policy-relevant research and analysis, including working with data, to develop clear and accessible written materials. 	D
	<ul style="list-style-type: none"> Experience of managing staff and leading a team. 	D
	<ul style="list-style-type: none"> Experience of working in a matrix or project-based environment and delivering consultancy work for international clients. 	D
	<ul style="list-style-type: none"> Experience of working in development contexts or with governments, regional bodies and international institutions. 	D
Skills and abilities	<ul style="list-style-type: none"> Excellent engagement, influencing and relationship skills with a diverse range of stakeholders. 	E
	<ul style="list-style-type: none"> Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing, including strong presentation and public speaking. 	E
	<ul style="list-style-type: none"> Ability to work effectively, both independently and in a team, under pressure and deliver on time with attention to detail and accuracy. 	E
	<ul style="list-style-type: none"> Good people-management and decision-making skills; the ability to develop others, imparting knowledge and experience in an accessible and clear manner. 	E
	<ul style="list-style-type: none"> Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers. 	E
	<ul style="list-style-type: none"> Excellent organisational and project management skills. 	E
	<ul style="list-style-type: none"> Ability to present complex issues clearly to a wide audience. 	E
	<ul style="list-style-type: none"> Analytical and research skills demonstrating the ability to work with data to develop clear and accessible written products and presentations. 	E
	<ul style="list-style-type: none"> Willing to undertake international travel. 	E
	<ul style="list-style-type: none"> Foreign language skills (French in particular). 	D

Area		Essential/ Desirable
Education	<ul style="list-style-type: none"> <li data-bbox="507 338 1230 398">Educated to degree, preferably postgraduate degree level (or an equivalent academic qualification), in a relevant discipline. 	D
Knowledge	<ul style="list-style-type: none"> <li data-bbox="507 443 1262 568">Knowledge of the operational structures and priorities of a range of key policy actors, including multilateral agencies and inter-agency groups, DAC and non-DAC donors, regional actors, developing country governments, think tanks and NGOs. <li data-bbox="507 600 1262 725">Proven understanding and experience of the humanitarian system and crisis contexts, with an understanding of the evolving crisis financing landscape and relevant actors in this field a distinct advantage. 	E

Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Fixed term contract for 12 months
Location:	DI's Bristol Office at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL Alternative locations within the UK would be considered for the right candidate
Salary:	£37,000–£40,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded [here](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application.

DI is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. You often hear it said, and at DI, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓	✓	✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓