

HELPAGE INTERNATIONAL JOB DESCRIPTION

JOB TITLE:	Humanitarian Advocacy Manager
LOCATION:	London, UK with overseas travel
CONTRACT:	Permanent
DEPARTMENT:	Global Advocacy and Ageing team
RESPONSIBLE TO:	Head of Global Advocacy and Ageing
RESPONSIBLE FOR:	Interns and Consultants
GRADE & Salary:	E (from £39,000 - £44,178)

HELPAGE INTERNATIONAL

HelpAge International (HelpAge) is an international NGO with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of over 100 members working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

We want older people affected by humanitarian emergencies to be able to say this too. To meet the needs of older people in emergencies we are:

- Providing emergency assistance for older people, either directly or with our local partners.
- Building the evidence base on older people in humanitarian crises and emergencies by documenting our operational and technical knowledge and experience and by conducting practice-oriented research.
- Actively engaging with other humanitarian actors to mainstream knowledge and understanding of older people's humanitarian rights and needs, and to ensure that older people are provided with the assistance they require and are entitled to.

THE POST

We are looking for a Humanitarian Advocacy Manager to guide and develop HelpAge's global humanitarian advocacy. Working within the Global Advocacy and Ageing team¹, the Humanitarian Advocacy Manager will be responsible for advising on HelpAge's strategic plans and priorities to ensure that global humanitarian policy decisions reflect the rights and needs of older men and women affected by emergencies; and that HelpAge's global advocacy integrates and represents humanitarian and age issues effectively. He/she will also be responsible for supporting HelpAge staff at global, regional and national levels to implement advocacy plans.

Responsibilities

Policy and advocacy strategy

- Working closely with the Heads of the Humanitarian and Global Ageing and Advocacy teams, lead the design and delivery of HelpAge's humanitarian policy influencing and learning strategy in line with the overall Emergency Response Framework.
- Contribute to alignment of global advocacy priorities and influencing across humanitarian, DRR and development spectrum
- As a member of the Global Advocacy and Ageing team, contribute to co-ordinated influencing on humanitarian, DRR and development advocacy priorities
- Work closely with HelpAge's global technical humanitarian staff to support engagement with Global Clusters (health, nutrition, food security and protection) in line with HelpAge's humanitarian strategy
- Support HelpAge regional and country teams and network partners to implement HelpAge's Advocacy Strategy Guidance, including the development and monitoring of engagement plans in order to improve the quality and coherence of humanitarian policy work across the organisation and network

Influencing

- Build and maintain relationships to engage and influence a wide range of external stakeholders at senior management level in UN agencies, Global Clusters, (I)NGOs, donors, academic forums and humanitarian groups in order to identify relevant debates and influence outcomes in support of older people's needs and rights in emergencies.
- Work with staff from HelpAge's Global Ageing and Advocacy Team, Humanitarian Team and Global Technical Unit to develop coherent cross-organisational policy and advocacy messages
- Identify and develop strategic partnerships with key organisations, institutions and research bodies to deepen HelpAge's policy engagement, knowledge sharing and support influencing efforts
- Undertake representation responsibilities on behalf of HelpAge, ensuring its recognition as an authority on ageing and humanitarian action
- Produce and/or ensure the production of high quality policy guidance and briefs, technical papers and research reports for dissemination or publication, working with relevant humanitarian and communications staff and consultants as appropriate

¹Reporting to Head of Global Advocacy and Ageing and with a matrix management relationship to Head of Humanitarian Operations

Learning

- Lead on collating and documenting evidence and learning from HelpAge emergency responses, programmes and other sources. Ensure key learning feeds into improving emergency response programming and global advocacy work.
- Seek opportunities for, and lead on, donor-funded research projects to address current evidence gaps on ageing and humanitarian action
- Maintain a comprehensive knowledge and understanding of HelpAge's emergency programmes and maintain regular contact with HelpAge regional and country offices and key affiliates
- Keep abreast of developments, initiatives and debates in the humanitarian sector; analyse and communicate these within HelpAge in order to raise issues of strategic importance for HelpAge's attention and inform thinking regarding our influencing activity

Management

- Manage consultants and interns as required
- Assist in the development of annual plans for the Humanitarian and Global Ageing and Advocacy Teams.
- Lead on the development of quarterly and annual reports for the humanitarian policy work and ensure plans and budgets are regularly monitored throughout the year

Person specifications

Essential

- Master's level degree in a relevant subject
- Understanding of humanitarian policy, humanitarian coordination structures and current debates and processes
- Experience of working in low- or middle-income countries on humanitarian programmes
- Experience of working in advocacy
- Demonstrated skills for influencing decision-makers, national and international institutions
- Ability to work collaboratively with network members and partners
- Ability to think strategically and analytically
- Fluent in spoken and written English and able to communicate effectively with a wide range of stakeholders at different levels

Desirable

- Understanding of policy and/or practice related to population ageing and older people
- Working knowledge of another UN language