

## JOB DESCRIPTION

<b>Job Title:</b>	Global Adviser - Social Protection
<b>Grade &amp; Salary:</b>	E (£35,406 to £45,062 gross p.a.)
<b>Location:</b>	London
<b>Team/Dept:</b>	Global Technical Unit (GTU), Global Impact and Resourcing Department
<b>Responsible to:</b>	Head of GTU
<b>Responsible for:</b>	Line, security and budget management of social protection team (currently one Social Protection Officer and a temporary Governance and Accountability consultant) and any interns hired to support the work of the team.
<b>Key relationships:</b>	Other GTU Advisers; consultants, volunteers or interns working on social protection; social protection colleagues in regional and country offices; network members and partners working on social protection; Network, Advocacy and Communications Department and other senior staff in London and international offices.  The post holder represents HelpAge at national, regional and international levels with key multi- and bilateral partners, donors, governments, think tanks, academia and civil society organisations.
<b>Contract:</b>	Full time, permanent

## Background

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men in low- and middle-income countries. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people – including Governments, policy makers, the private sector, and academic institutions.

Our long-term vision is to establish a global movement of strong, connected age-focused and older people-led platforms. Only by collaborating can we achieve a world in which all people of all ages can lead dignified, active, healthy and secure lives. To achieve this, we recognise that we need to widen our network and transform how we enable and empower our members to collaborate, strengthen and learn from each other.

HelpAge has been a leading global player on social protection for over a decade, and played an important role in its emergence as an area of focus within international development. The work of HelpAge and its network members on social protection has contributed to millions of older people across the world receiving a pension, including in countries such as Kenya, Myanmar, the Philippines and Tanzania. HelpAge also has a seat at the global table, as a member of the Social Protection Inter-Agency Cooperation Board and as a core group (and founding) member of the civil society Global Coalition for Social Protection Floors.

Social protection is a core approach to achieving the first of four goals under our organisational Strategy 2020: “I have the income I need”. Our vision on social protection is

that everyone should be entitled to – at the very least – an adequate minimum pension in old age, as part of a social protection floor. Our work on social protection consists of three broad strands:

- Advocacy and policy influencing focused at the national level, led by HelpAge offices and national partners, and with the strong participation of older people
- Technical support provided to governments on social protection, including analytical work, knowledge sharing and capacity building
- Work to promote the participation of citizens (particularly older people) in relation to social protection, and to make social protection systems more accountable

The social protection sub-team within HelpAge's Global Technical Unit provides technical support to HelpAge offices and partners on all three strands. This includes, leading the development of HelpAge's global strategy on social protection, providing technical support to policy influencing and advocacy undertaken at national level, initiating evidence gathering and monitoring (and participating in) external research, supporting programme development and management, and maintaining priority engagements and relationships at the international level. This role is particularly focused on leading organisational strategic positioning, providing technical support to offices and partners, and providing oversight to HelpAge's work on voice and accountability within social protection.

### **Purpose of the job**

To lead and promote HelpAge's strategy on social protection and pensions; to provide technical support on social protection to HelpAge regional and country offices, network members, country governments and other partners; and to enhance HelpAge's profile as the leading international agency on social protection in old age.

### **Key responsibilities:**

#### **Policy influencing (40%)**

- Provide technical advice to national and regional-level policy processes on social protection in collaboration with HelpAge staff and network members, including:
  - Leading research and technical studies: assessing income security of older people, evaluating the impact of existing social protection provision; assessing the feasibility of expanding pension coverage (especially social pensions); packaging key conclusions and recommendations for a diverse range of audiences.
  - Providing training sessions and packages to be delivered to country governments and HelpAge's staff and partners, and support other staff and partners in the preparation of training materials.
- Maintain relationships with wider networks of organisations working on social protection in order to support coordination and collaboration. This includes maintaining HelpAge's presence in key global technical fora including the Social Protection Inter-Agency Cooperation board and associated working groups.
- Engage in policy influencing on social protection at the global level, including support to the work of the Global Coalition on Social Protection Floors.
- Provide support and input to HelpAge's Global Advocacy, Ageing and Campaigns Team on global advocacy agendas (eg SDGs, UN convention) with relevant content on social protection policy.

### **Monitoring, evaluation and learning (30%)**

- Lead the continued development and profiling of HelpAge's Pension Watch knowledge hub, including the Social Pensions Database which it hosts.
- Keep abreast of the global evidence base on social protection and social pensions and promote initiatives to undertake accessible literature reviews of this evidence (including on key themes and interlinkages such as health, gender and emergencies).
- Work with the Global Adviser on Monitoring, Evaluation, Accountability and Learning (MEAL), regional M&E leads, and the Global Network Coordination and Development Team, to identify strategic opportunities to undertake MEAL on the work of HelpAge and the network on social protection, and to support country and project-level MEAL.
- In collaboration with other social protection colleagues in GTU and regional leads, facilitate the Social Protection Learning Group, including both virtual engagement and (where possible) face-to-face meetings.
- Support continued organisational learning on HelpAge's approach to voice and accountability in social protection.
- Work with the Network, Advocacy, Communications and Campaigns team to identify opportunities to profile HelpAge's work on pensions and social protection; write briefs, articles and blogs profiling the experience and learning from HelpAge's work on social protection.

### **Strategic leadership on social protection (15%)**

- Lead the process of agreeing HelpAge's organisational strategic positions on social protection through consultation with HelpAge staff and network members. This includes input into organisational strategy, development of programme propositions and advising on positions in relation to key global advocacy processes (e.g. SDGs, UN Convention).
- Provide direct support to staff and network members in developing strategies for national level advocacy on social protection; also support regional strategies where necessary.

### **Resource and programme development (15%)**

- Feed into internal strategic discussion on resource development in order to identify packages of social protection work for presenting to potential donors.
- Engage and build relationships with potential donors, researchers, consultancy firms and others social protection actors, to identify opportunities to collaborate; support reporting on our social protection work to existing donors.
- Support proposal development, including both writing proposals for research pieces and global projects, and supporting the development of regional and country-level proposals.
- Manage policy-related projects including research projects, and provide oversight and guidance to colleagues managing broader projects with significant focus on social protection.
- Cost recover through consultancy charging for technical support provided to donor-funded projects, where possible.

## **Person Specification**

### Essential

- An advanced degree in a relevant subject, or equivalent experience.
- Over 5 years of experience working in the field of social protection, including significant engagement at country or regional levels and significant technical experience in social protection policy research.
- A strong understanding of issues relating to poverty, vulnerability and inequality, that inform the design of social protection systems – including ageing, gender, disability (and other relevant factors) as they apply to social protection in low- and middle-income countries.
- Experience of capacity building, including implementing training programmes and delivering presentations, development of innovative training materials and mentoring colleagues to develop skills in social protection.
- Experience of working directly with national government and civil society partners in developing countries.
- Excellent team working skills, including the ability to work in a multi-cultural context and bring diverse perspectives together.
- Ability to demonstrate initiative and work without close supervision.
- Project management and development skills including budgeting.
- Excellent presentational skills, both written and oral, in English.
- Experience of research and writing, and editing including papers for presentation, advocacy documents and reports.

### Desirable

- An understanding of ageing issues and commitment to realising the rights of older people.
- Skills in research methods and statistical data analysis.