

HelpAge International

Appointment of Head of Policy

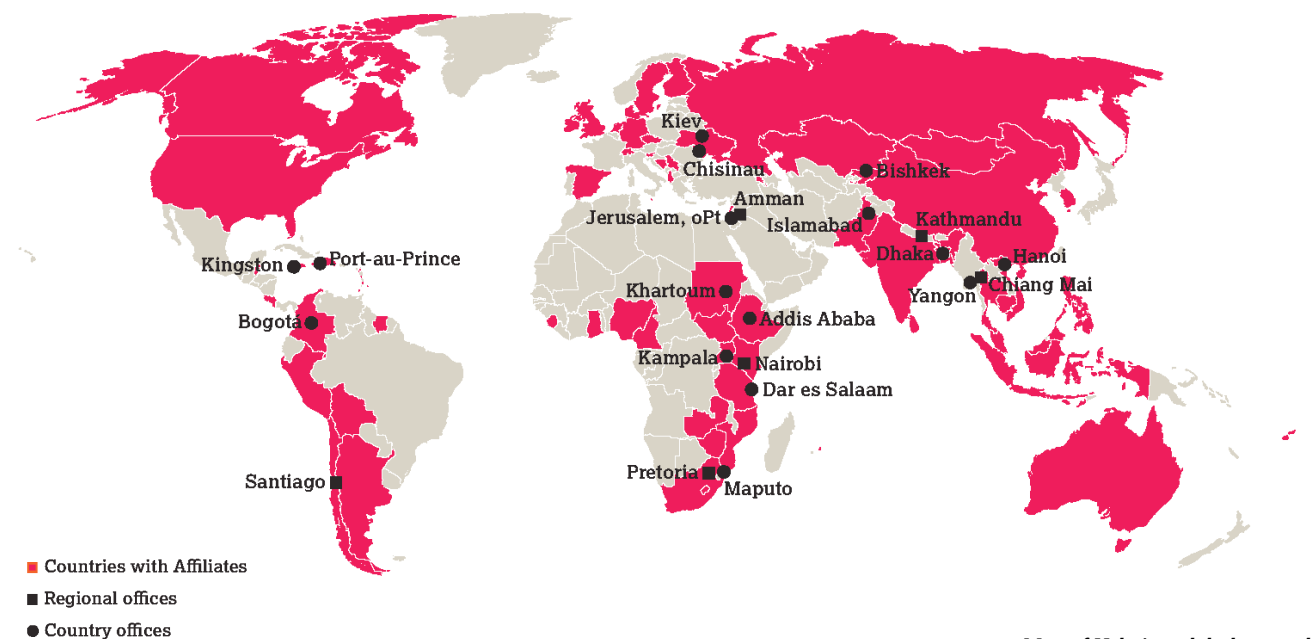


(c) Jonas Wresch/ HelpAge International

**HelpAge
International**

age helps

About HelpAge International



Map of HelpAge global network

HelpAge International promotes the wellbeing and inclusion of older women and men, and reduces poverty and discrimination in later life.

Our work is strengthened through our global network of like-minded organisations – the only one of its kind in the world.

We believe that the contribution older people make to society is invaluable. Yet older people remain some of the poorest and most neglected in the world. We are committed to helping them claim their rights, challenge discrimination and overcome poverty.

How we work

HelpAge International was established in 1983 by five organisations working for older people – in Canada, Colombia, Kenya, India and the UK. The vision of the founders was that HelpAge International would become the Secretariat for a global network of organisations supporting and working with older people.

The HelpAge International Secretariat has grown significantly and working as a network is still central to our identity and values. There are currently 114 members of the HelpAge global network, who between them raise and spend well over £1bn annually on their work with and for older people in their own countries.

The HelpAge network is a diverse, non-branded and non-exclusive network, with only a small number of member organisations using the HelpAge name. The main criteria for membership are a commitment to the rights of older people and to improving their lives. A clear majority of members are from the Global South, linked through common membership of the HelpAge network with some of the largest and best-established

older people's organisations in the world, such as AARP in the USA, DaneAge in Denmark and Age UK in the UK.

HelpAge International is a co-owner of the International Civil Society Centre, which brings together the world's leading civil society global networks, including at Chair level, once a year. Our CEO has attended the World Economic Forum's Annual Meeting at Davos since 2010 as one of the civil society representatives. Two of our Board Members, one of our Global Ambassadors and our CEO were all invited this year to join the World Economic Forum's Global Agenda Council on Ageing.

HelpAge International has a Programme Partnership Agreement with the UK's Department for International Development and is a strategic partner of Swedish Sida. We enjoy formal consultancy status with WHO and UN ECOSOC and a multi-faceted partnership with UNFPA.

As the acknowledged expert civil society organisation on ageing and older people, HelpAge International enjoys particularly good access and working relations with governments and regional bodies where we work.

Our Strategy to 2020

At the end of our 2010-15 strategy period we are working directly with 1.8 million older people, and supporting policy change reaching many more in low- and middle-income countries. Our goal by 2020 is to achieve significant increases both in the number of older people with whom we will work directly, and those who will benefit from our work for wider policy change in low- and middle-income countries.

The world we want is one where every older woman and man, everywhere, can say



I have the income I need

HelpAge will work to secure the right of older people to the income they need through sustainable and resilient livelihoods, decent and appropriate work, with security of assets, and adequate social protection to ensure a dignified old age.



I enjoy the best possible health and care, wellbeing and dignity

HelpAge will draw on a broad range of expertise to ensure the right of older women and men to the best attainable health, nutrition and care services, enabling them to enjoy the best possible health and care, supporting wellbeing right through to the end of life.



I am safe and secure, free from all forms of discrimination, violence and abuse

HelpAge will work to achieve the right to safety and security, and freedom from all forms of discrimination, violence and abuse, for older women and men.



My voice is heard

Our intergenerational movement will campaign for the voices of older women and men to be heard by decision makers. We will ensure that their experience is recognised and supported, working together as agents of change.

Achieving our vision - our theory of change

To achieve our vision of a world in which all older people can lead dignified, healthy and secure lives, we will work for three key changes in low- and middle income countries

- 1 Equity for older people in development and humanitarian planning and programmes
- 2 The adoption and implementation of policies to address the opportunities and challenges of ageing societies and to support older people
- 3 Changed attitudes and behaviours – both those of society towards older people and those of individuals towards their own and others' ageing

Job description



(c) Frederic Dupoux/ HelpAge International

Job title: Head of Policy

Grade and salary: F £45,000 - £50,531 gross per annum (Negotiable depending on experience) plus 8.5% employer pension contribution

Location: Secretariat London, UK, with overseas travel

Department: Policy, Advocacy and Campaigns

Responsible to: Director of Policy, Advocacy and Campaigns

Responsible for: Policy team

Contract: Full time, permanent

Overall Purpose

HelpAge International's vision is one of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the only international organisation dedicated to supporting older people. We are also the Secretariat of an international network that brings together over 100 affiliates working with older people in 73 countries. We are looking for a Head of Policy to develop and lead HelpAge's global policy on ageing and development in line with the organisational Strategy 2020. You will develop and support the Global Policy Team that supports the HelpAge Network. Our strategy is underpinned by human rights and you will ensure that understanding a life-course approach in tackling age discrimination is at the forefront of HelpAge policy positioning.

Responsibilities

Policy development

- Coordinate organisation research initiatives and develop strategic research partnerships to advance knowledge on ageing and older age in low- and middle-income countries
- Oversee development of effective mechanisms for sharing policy experience, skills and knowledge within the Network

- Build a Global Policy team consisting of HelpAge regional and country advisers as well as key Affiliates
- Lead implementation of the life course as a core approach across HelpAge in line with Strategy 2020, including provision of support to the Leadership team and key Affiliates

Horizon scanning

- Keep abreast of global trends and debates in order to identify how ageing and older age are captured and where the relevant intersections are
- Represent the conceptual understanding of ageing as a development issue externally

Evidence

- Lead development of HelpAge's Global AgeWatch Index
- Ensure that strategic influencing points are supported with relevant recent evidence
- Drive better data on ageing by actively engaging with UN and Member State processes to improve disaggregation of data within the Sustainable Development Goals
- Support programme work to both test new models and to provide systematic evidence for policy development that enables large scale implementation

Policy positioning and influence

- Ensure coordination of policy and communications in order to maximise influence and impact of HelpAge positions in relevant global, regional and national debates
- Lead on policy influencing strategy with targeted UN Member States
- High level representation to governments, multilateral organisations and donors
- Lead and articulate internal integration of ageing and development

Management

- Provide leadership and line management to a global team of Policy Advisers (Social Protection; Health & Care; Disaster Risk Reduction and Resilience; Human Rights; Violence & Abuse; Urbanisation: EU External Action)
- Work in close collaboration with the heads of Communication and Advocacy, Strategic Partnerships, Network Development, to support the Director of Policy, Advocacy and Campaigns to deliver on Policy, Advocacy and Campaigns Strategic Planning and reporting and delivery of organisational priorities
- Contribute to HelpAge organisational and planning processes and ensure that key policy issues are brought to the attention of the Directors

- Ensure a solid and growing funding base for global policy and research work in collaboration with key Affiliates and Resource Development
- Lead the annual planning and budgeting process for the Policy team, ensuring that plans are regularly monitored throughout the year
- Be part of the Global Leadership Group

Person specification

HelpAge International works actively to ensure that its staff can perform their roles effectively. For the role of Head of Policy, we are looking for an individual who can demonstrate the following skills and experience:

Essential criteria

Qualifications and experience

- Masters-level degree in a relevant subject
- Direct experience on policy and/or practice related to population ageing and older age
- Experience and in-depth understanding of the concept of and implementation of life-course approach
- Experience in diverse research methods in an academic context

Skills and abilities

- Ability to think strategically and analytically
- Excellent external representation skills
- Strong verbal and written communication skills: ability to translate complex concepts in concise and simple manner
- Excellent people management skills with proven participatory approach
- Programme management and design skills
- Willingness and ability to travel overseas
- Good IT skills including all Microsoft Office applications

Desirable

- Experience of working in low- and middle-income countries on social or health policy
- Proficiency in another UN language

How to apply

To apply, please submit the following documents:

- A covering letter (which should refer to the person specification for the job)
- Your curriculum vitae (3 pages maximum)
- Three referees, including your most recent employer
- Equal opportunities form



Please help us monitor the effectiveness of advertising sources by clearly stating where you first learned about this vacancy. Please email your application to HelpAge-HR@helpage.org before the closing date to be considered for the shortlist.

Alternatively, post your application to:

Human Resources
PO Box 70156
London
WC1A 9GB

With a view to minimising our administration costs we are unfortunately only able to contact those candidates that have been shortlisted for interview. If you have any queries regarding any vacancies, please contact Human Resources.

The closing date for applications is

Sunday 18 October 2015 at 12am (midnight) GMT.

HelpAge International,
PO Box 70156,
London WC1A 9GB, UK

3rd floor, Tavis House,
1-6 Tavistock Square,
London WC1H 9NA, UK

Tel +44 (0)20 7278 7778
Fax +44 (0)20 7387 6992

www.helpage.org
info@helpage.org

 [@helpage](https://twitter.com/helpage)

 [HelpAgeInternational](https://www.facebook.com/HelpAgeInternational)