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**HelpAge International**

**Job description**

**Job title:** Violence and abuse policy adviser

**Location:** Secretariat London, with travel

**Department:** Policy, advocacy and communications

**Responsible to:** Head of Policy

**Responsible for**: Volunteers, interns, consultants as required

**Grade & Salary:** E, £34,030 Plus 8.5% employer pension contribution

**Contract length:** 2 years

**Background**

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 Secretariat of the HelpAge network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

One of the four core goals of HelpAge’s Strategy to 2020 is that all older people can say that they are safe and secure, free from all forms of discrimination violence and abuse. To this end, 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. This new position will play a central role in developing HelpAge’s portfolio of work in this area.

**Overall Purpose:** Lead and shape HelpAge’s work on violence and abuse in older age, in line with its organisational strategy.

**Responsibilities:**

1. Policy influencing

* Develop HelpAge’s policy position on violence and abuse in older age in collaboration with HelpAge staff and affiliates
* Produce position papers, articles and presentations for internal and external use on violence and abuse` in older age as required; and update identified policy papers of the website
* Represent HelpAge externally to secure profile on violence and abuse in older age through dialogue and collaboration with civil society coalitions, researchers, development partners and international agencies
* Provide technical input to the advocacy, communications and campaigns teams for the development of any new HelpAge campaigns and media work on violence

2. Programmes

* Lead and advise on the development of a new multi-country programme of work on violence and abuse in older age
* Provide technical advice to country offices and affiliates around the design and on-going implementation of programmes to prevent violence and abuse in older age and improve access to related services

3. Research, learning and evidence

* Monitor the external environment to identify strategic research opportunities.
* Provide technical support to HelpAge staff, affiliates and partners for research, learning and evidence.
* Maintain oversight of HelpAge’s research and evidence gathering on violence and abuse in older age.

4. Leadership and co-ordination on violence and abuse across HelpAge

* Chair the working group on violence and abuse in older age
* Share learning on violence and abuse in older age
* Support international offices in the annual planning and processes
* Work with Resource Development team to identify potential sources of funding for workl related to violence and abuse in older age
* Manage budgets, consultants, volunteers or interns working on identified areas of policy related to violence and abuse in older age
* Project manage on request specific externally funded policy programmes, including monitoring and management of budgets

**Required skills and experience:**

Essential

* Masters-level degree in a relevant subject
* Experience working in low- and middle-income countries on violence against women and girls (recognising that few potential candidates will have experience of working on violence and abuse or elder abuse in low- and middle- income countries)
* Experience and in-depth understanding of design and implementation of violence prevention programmes
* Project management and design skills
* Experience and in-depth understanding of research design and implementations, including ethical and safety requirements
* Ability to think strategically and analytically
* Excellent verbal and written communication skills: ability to put complex concepts in a concise and simple manner
* Excellent external representation skills
* Willingness and ability to travel overseas at short notice
* Good IT skills including all Microsoft Office applications.

Desirable

* Experience working on policy and/or practice related to elder abuse, population ageing and older age, particularly in low- and middle-income countries