

## REGIONAL ADVISER

|                                   |                                                       |
|-----------------------------------|-------------------------------------------------------|
| <b>Location</b>                   | <b>Regional Asia</b>                                  |
| <b>Department</b>                 | Network development                                   |
| <b>Reports to (Line Manager)</b>  | Head of Network Development                           |
| <b>Indirectly responsible for</b> | Network Members across the region                     |
| <b>Grade</b>                      | UK Salary Grade E or its equivalent based on location |
| <b>Contract Type</b>              | Open-ended contract                                   |

### About HelpAge

---

HelpAge International works with a diverse global network of around 200 organisations across 99 countries to promote the rights of older people to lead dignified, healthy and secure lives.

Through partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone as they get older. Our work is driven by our desire to achieve real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

As countries prepare for and adapt to population ageing, we are seeking to make a difference at a critical juncture to how societies, economies and institutions adapt to this change.

Our 2030 Strategy 2030, [Ageing in a Just World](#), sets out how we will work to shape the future we all share. By working together with our partners, we aim to inspire a movement for change. By ensuring all our work promotes older people's wellbeing, dignity and voice, we seek to transform the lives of older people now and in the future.

Guided by our commitment to our values of impact, learning, partnership, and inclusion, we partner with others to bring systemic change and impact at scale. By acting as a supporter, convenor and thought leader, we want to make an impact that matters for older people and their communities.

### Our organisational culture

---

The culture of the organisation aims to ensure:

- **Accountability for All:** Every individual and team member is responsible for their actions and decisions, ensuring alignment with **organisational priorities** and commitments to partners and network members.

- **Trust, Respect, and Inclusion:** We strive to create an environment where mutual trust is the foundation of all relationships, diverse perspectives are valued, and everyone feels included in decision-making processes.
- **Culture of Collaboration:** Working together across teams, network members, and partners to share knowledge, maximise impact, and drive collective success, rather than working in silos.
- **Openness and Transparency:** Ensuring open communication, clear decision-making processes and actions, and a commitment to sharing information in a way that builds trust and accountability.
- **Collective Responsibilities Within and With Partners and Network:** Recognising that achieving our mission requires shared responsibility, we promote joint ownership of decisions, initiatives, and outcomes across HelpAge and its network members and partners.
- **Staff and network members are valued:** Staff and network members are recognised, and valued and appreciated for their contributions, fostering an environment where every individual feels respected, supported, and integral to our mission, with their input and expertise recognised as vital to achieving our shared goals.

The Behavioural competencies outlined below support this culture.

## About the Department

---

The Global Impact Team drives HelpAge International's mission to advance the wellbeing, dignity, and rights of older people, by championing locally led action and global solidarity.

- At the heart of our work is a thriving, resilient HelpAge Network—a powerful collective of national civil society actors driving change that is rooted in the priorities and experiences of older people.
- We lead the delivery of HelpAge's strategic approach to support, convene, and influence, across humanitarian and development contexts, to achieve lasting and inclusive impact.

*Our goal is to ensure that:*

- Older people have inclusive, improved access to secure and adequate income
- Older people have safe and secure access to humanitarian assistance
- Older people have improved access to inclusive health, care, and support services
- Age-inclusive laws, policies and systems guarantee older people's rights across all sectors
- A thriving locally led HelpAge Network drives collective action to uphold older people's rights, dignity, and wellbeing.

## About the Job

---

The Regional Adviser plays a strategic leadership role in strengthening and coordinating HelpAge's network across the region. The role supports and drives collaboration with network members (acting as the primary relationship manager for members), enhances regional advocacy and influencing efforts, builds member capacity, and ensures regional perspectives and realities shape HelpAge's global agenda.

The role holder will work collaboratively with both internal stakeholders; Head of Network Engagement, Regional and Global Programme and Advocacy Advisors, Communications Team, Network Platform Manager, Network Coordination and Engagement Assistants, Fundraising and Strategic Partnerships and external stakeholders; Network Members including new entities, Network Members and Partners, Government and Civil Society Stakeholders, Regional Institutions and Donors, Academic, Private Sector, and Media Actors.

This is a cross-cutting role that spans network coordination, programme development, advocacy and influencing, and stakeholder engagement. The postholder is central to movement-building and amplifying the leadership, voice, and rights of older people.

## Key areas for impact/influence and responsibilities

To make an impact and influence, the role holder will aim to deepen engagement with HelpAge network members and partners at regional and subregional levels, support national and regional advocacy aligned to global priorities, facilitate collaboration, learning, and capacity sharing between network members, represent HelpAge and convene collective action on thematic advocacy priorities, ensure regional insights inform global strategy, fundraising and advocacy.

*Below are the specific responsibilities for this role:*

### **Network Member Engagement and Support**

- Serve as the main point of contact for network members in the region, fostering strong relationships, promoting coordination, and ensuring clear understanding and alignment with the HelpAge Global Network's approach, values, and strategic priorities.
- Support members in national advocacy and campaign efforts, embedding older people's voices, rights, and anti-ageism messaging.
- Develop and deliver tailored regional capacity-strengthening plans in collaboration with HelpAge technical colleagues.
- Promote peer-to-peer learning and support the institutional strengthening of member organisations.
- Support the identification and cultivation of relationships with potential network members and their subsequent onboarding to enhance the reach, diversity, and influence of the HelpAge Global Network.

### **Advocacy, Movement Support, and Stakeholder Engagement**

- Facilitate the co-creation of member-led collective advocacy priorities at national, regional, and global levels, and represent HelpAge as needed to support these efforts.
- Identify opportunities for joint campaigns and advocacy initiatives based on shared objectives.
- Convene regular meetings, forums, and learning events to build solidarity and collective action across the region.
- Cultivate strong relationships with key regional stakeholders to support member visibility and impact.
- Disseminate advocacy and campaigning tools, guidance, and capacity building support to strengthen effective advocacy and campaigning interventions.
- Contribute to building and maintaining relationships with the donor community, and, where opportunities arise, help influence their strategies in close collaboration with fundraising and advocacy teams.

### **Network Communications and Coordination**

- In collaboration with the Communications team, oversee regional communication channels and platforms to share updates, showcase member achievements, and foster collaboration.
- Foster regular dialogue across the network to facilitate ongoing learning, problem-solving, and innovation.
- Strengthen connections between regional actors and align efforts across geographies and thematic areas.

### **Network Convening**

- Lead HelpAge's regional network engagement around different advocacy themes (e.g., health, care, social protection, humanitarian action), collaborating with the relevant advocacy lead and other technical specialists.
- Coordinate thematic learning, dialogue, and strategic alignment across regions.
- Ensure regional realities and innovations influence global positioning and narrative.

### **Programme Development, Learning, and Technical Support**

- Support the Head of Programme Support in overseeing HelpAge's activities in the region, ensuring alignment with member priorities and needs as well as agreed collective global priorities.
- Collaborate with members to identify areas for programme development and facilitate access to HelpAge technical support.
- Contribute to knowledge systems that capture lessons, insights, and innovations from across the network.
- Link members with relevant HelpAge teams to ensure timely and relevant technical assistance.
- In crisis settings, coordinate regional response engagement in consultation with the Head of Programme Support/Humanitarian Lead to ensure rapid, aligned, and effective action.
- Regional Advisers also form part of a dedicated support pool to help mainstream advocacy on gender, voice, and inclusion, and will work closely with the Gender and Inclusion Advisor.

## Skills and experience required

---

- Significant experience in a similar regional role within international development, human rights, humanitarian or advocacy-focused organisations.
- Proven track record of engaging networks, coalitions, or civil society partners across multiple countries.
- Demonstrated leadership in regional advocacy, influencing, and movement-building.
- Experience working with or alongside older people's organisations or rights-based approaches.
- Strong knowledge of regional political and development context and multilateral systems.
- Excellent facilitation, communication, and interpersonal skills.
- Strong planning, coordination, and project management abilities.
- Understanding of the rights-based approach and issues facing older people.
- Knowledge of regional governance frameworks, advocacy platforms, and civil society dynamics.
- Awareness of intersectional issues affecting older people (gender, disability, displacement, etc.).
- Familiarity with humanitarian response, social protection systems, care, and health programming.
- Proficiency in English is required.
- Proficiency in at least one relevant regional language is essential, depending on the location of the role. Additional languages spoken within the region will be considered an asset.
- Culturally sensitive and able to work effectively in diverse environments.
- Self-motivated and able to manage multiple priorities under pressure.

## Key Behavioural Competencies

---

| Competencies                        | Description                                                                                                                                                                                    |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Collaboratively with Others | Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together. |
| Adaptability and Flexibility        | Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.     |
| Supporting and Facilitating Change  | Lead behavioural and cultural change through embracing a supportive, collaborative and highly                                                                                                  |

|                                   |                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | inclusive environment where everybody feels supported, respected and engaged.                                                                                                                                                                                                                     |
| Extend HelpAge's Reach and Impact | Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.                                                                                                                                                |
| Diversity and Inclusion           | Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination. |
| Leading Others (for managers)     | Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.                                                               |

## Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.