

# SENIOR POLITICAL AFFAIRS ADVISER (INTERNATIONAL CAMPAIGN)

**Duration:** Permanent

**Salary:** Circa £49,000 per annum

**Job Level:** 3

**Hours:** 35 hours per week. Other flexible arrangements will be considered

**Disclosure Level:** Basic This role involves indirect work with children

**Reports to:** Head of Political Affairs

**Location:** Working at home and 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we work together to achieve the best possible results for children in the UK and around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children. Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

## ABOUT THE TEAM

The Advocacy department sits in the organisation's Influence and Impact Directorate. The department exists to champion children's rights and influence UK decision-makers to create change for children here and around the world. Using a strong evidence-base and compelling case for change, we deliver exceptional policy influencing, political affairs and public campaigning. We work closely with other teams in the organisation to mobilise our high-profile supporters and the organisation's voice in the media to increase the impact of our advocacy. We amplify the voices of and support active participation of children and young people in our work to ensure their rights, as set out in the UNCRC, are realised.

## ABOUT THE ROLE

This role is focused on the design, development and delivery of political influencing on behalf of the UNICEF UK for our international advocacy goals of prioritising children in development policy. The post is responsible for building effective relationships with UK parliamentarians, providing engagement activity such as leading MP meetings, delivering events and briefings to position UNICEF UK as an expert on child rights issues. The role provides political monitoring and analysis to inform our international advocacy strategy, and ensures the wider organisation is well equipped to deliver our strategic influencing goals for children's rights.

## What we will expect you to achieve

- Develop and deliver successful political and parliamentary influencing activity to build support for our international advocacy and ensure children's rights are upheld by the UK Government.
- Increase awareness and support for our work by leading relationship development and day-to-day engagement with MPs, Peers, Select Committees and APPGs (and their staff) including meetings, briefings and other engagement opportunities.
- Deliver persuasive oral and written briefings to parliamentarians and other political stakeholders on key policies and campaigns for our international work.
- Ensure the provision and distribution of timely political monitoring and analysis to colleagues by tracking and sharing relevant developments and trends.
- Seek and lead opportunities to highlight children's rights in parliament – proactively seeking meetings, sharing briefings on our work, delivering events and engaging responsively to parliamentary business.
- Manage systems for the monitoring and evaluation of UNICEF UK's political engagement.
- Build relationships within relevant networks and coalitions across civil society to further UNICEF UK's political insight, influence and impact.

- Deliver high-quality parliamentary events to support the success of UNICEF UK advocacy priorities, using innovative approaches and ideas to ensure high levels of engagement, attendance and impact.
- Demonstrable commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### **Effective Behaviours**

#### **Communication**

- Communicates clearly, persuasively and effectively to political and external audiences, adapting content, tone and style as appropriate.
- Able to quickly master complex briefs across a number of policy issues, crafting and communicating compelling arguments relevant to a political audience.
- Enjoys developing political networks and leading parliamentary meetings to build effective and influential relationships.

#### **Collaboration**

- Proactively shares expertise and works closely with colleagues across the organisation and sector to develop and deliver shared objectives, whilst working across multiple and conflicting priorities.
- Able to project manage, providing clear and regular information on activities and responsibilities ensuring deadlines are met and relevant colleagues kept informed.

#### **Analytical**

- Understands the UK political context and uses political intelligence and insight to make recommendations, take decisions and actively build political networks in a timely manner.
- Able to accurately analyse potential risks and identify appropriate mitigations and solutions to maximise our impact for children.

#### **Creating and innovating**

- Contributes ideas, approaches and insights that enable innovation and responds to a changing external political landscape to ensure we deliver our best for children.
- Builds a network of relevant networks outside UNICEF UK to gain alternative perspectives that improve performance.

#### **Achieving Change**

- Demonstrates a solution focused approach to overcoming barriers to change.

#### **Resilience**

- Demonstrates patience and perseverance in the face of setbacks, feedback and challenges.

### **Relevant experience**

- Experience of working in a UK political setting such as the UK Parliament or similar institutions or relevant civil society role.
- Influencing parliamentarians to deliver policy change on legislation and broader policy positions.
- Planning, design and delivery of high-quality events with political stakeholders.

### **Specific knowledge and skills**

- Excellent written and verbal communication skills, ability to draft high quality written materials including briefings, letters and emails.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experiences and knowledge.
- Analytical and detail-orientated, with a focus on compelling, influential and high-quality outputs and deliverables.

- In-depth understanding of UK politics and current affairs, political parties and processes, parliamentary systems and procedures and Government decision making.
- Demonstrable knowledge of issues affecting children's lives.
- Demonstratable knowledge on international development issues.