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| **JOB TITLE: Head of Advocacy, Policy and Campaigns** | | |
| **TEAM/PROGRAMME:** Syria Response Office, Impact & Influencing Departement | **LOCATION:** Amman, Jordan or any other country in the Middle East with SCI Office | |
| **GRADE**:  National – Grade 2  International – Tier 3 | **ROLE TYPE:** Fixed Term – 2 years | |
| **CHILD SAFEGUARDING:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | | |
| **ROLE PURPOSE:**  As a member of the Impact & Influencing Department in the Syria Response Office, the Head of Advocacy, Policy and Campaign shares in the overall responsibility for the direction and coordination of the Country Office impact & influencing strategies. He/she is responsible for the development and implementation of child rights governance programming, advocacy strategies and impactful campaigns that will influence government and other institutional policies and practice to achieve positive and lasting changes to fulfil children’s rights. S/he will ensure that Save the Children’s profile is raised both nationally and internationally. | | |
| **SCOPE OF ROLE:**   * **Reports to:** Impact & Influencing Director * **Staff directly reporting to this post: 4 direct reports;** Policy Research Manager, Child Rights Governance Advisor, Media & Campaigns Manager, PAC Coordinator | | |
| **ORGANIZATION’S PROFILE:**  Save the Children is an international independent non-governmental, non- profit, organisation founded in 1919. We work in over 120 countries worldwide. We are the world’s leading independent organisation for Children. Our vision is a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.  As a member of the Syria Response office’s Senior Management Team (SMT), the Head of Advocacy, Policy and Campaigns shares in the overall responsibility for the direction and coordination of the Syria Response office. They are responsible for managing our public and private facing advocacy, policy and campaigns engagement on the humanitarian situation inside Syria. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **As a member of the Extended Senior Management Team:**   * Demonstrate behaviours that are consistent with Save the Children’s Mission, Vission and Values and ensure their broader application by staff across the office * Support the development of an organisational culture that promots accountability and high perfroamnce, encourages a team culture of learning, creativity and innovation and frees up our people to deliver outstanding results for children. * Support strong linkages between Advocacy and Programmes so that advocacy is evidence-based and programme driven, and that programmes are enhanced through advocacy * Demonstrate Save the Children’s commitment to safeguarding children, in accordance with our Code of Conduct and Child Safeguarding Plicy. * Comply with and promote Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities, and other relevant policies and procedures.   **Strategy and planning**   * Develop and maintain an All of Syria advocacy strategy, including developing SRO-wide processes to develop country office priorities for policy change * Define key advocacy opportunities and targets at national and regional level and ensure a strong power analysis to inform the advocacy strategy. * Provide strategic direction and management of the Save the Children advocacy, campaigns and child rights governance work and ensure that advocacy is an integral part of Save the Children’s Theory of Change. * Identify both internal and external influencing opportunities in the best interest of the children of Syria and liaise with key UN, NGO and other interlocutors in the region to ensure Save the Children has up to date information and is responsive to advocacy opportunities. * Ensure the voice of children and communities is amplified and linked to national and global level advocacy and campaigns. * Work with the programme team to ensure integration of advocacy and campaigns into holistic programme design, planning and implementation, especially ensuring that evidence and best practices generated by Save the Children’s programmes inform advocacy and governance work to achieve results at scale. * Working closely with programmes, provide analysis of how children have been affected by the crisis in Syria, the policy responses and frameworks, as well as other factors such as UN coordination, funding for the response, security and current and future challenges that impact children and their access to humanitarian and development assistance.   **Advocacy and Campaigns;**   * Develop and nurture relations with key advocacy coordination groups across the organisations and ensure that Save the Children’s advocacy work in country is informed and guided by Save the Children global campaign strategy, Global Themes advocacy strategies and the advocacy steer of the Global Advocacy Group. * Engage with SCI and Members as needed, for both information provision and to drive their engagement on Syria in line with the SRO’s advocacy strategy * Produce high quality advocacy products, undertake and/or commission research on specific issues to inform present and future advocacy choices and build Save the Children’s position * Lobby decision-makers at high level in line with Save the Children agreed advocacy messages * Manage the implementation of SCI campaigns, working in close relations with programme implementation and program development & impact teams. Devise best campaign tactics to achieve results and regularly review and monitor the impact of these tactics. * Secure sufficient funding to maintain or expand the country office’s advocacy & campaign activities through stand alone or integrated programming initiatives as per the country strategic plan needs.   **Monitoring, evaluation and learning**   * Establish monitoring and evaluation processes of advocacy work and ensure that advocacy implementation and impact are effectively monitored and evaluated * Ensure Save the Children’s key performance indicators and standards are met. * Provide required technical support to teams to ensure that projects and programs meet quality standards * Support evidence-based learning and ensure that lessons learned are properly documented, effectively disseminated and, where appropriate, incorporated to improved delivery of advocacy, CRG and campaigns.   **Staff Management, Mentorship, and Development**   * Ensure that all staff understand and are able to perform their role effectively * Manage the policy and advocacy team; define expectations, provide leadership and technical support as needed and evaluate direct reports regularly. * Incorporate staff development strategies and performance management into team building processes * Provide coaching, mentoring and other development opportunities. * Recognise and reward outstanding performance * Document performance that is less than satisfactory, with appropriate performance improvements and work plans. | | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency | | |
| **QUALIFICATIONS AND EXPERIENCE:**   * Bachelors/ Master's Degree in a relevant field - Public Policy, International Relations/Development, Political Science, Law, Human Rights, Social Sciences & Communications * Minimum of 7 years' experience of working with INGOs in senior position in advocacy/policy sector * Demonstrated knowledge and experience in designing and implementing advocacy, campaigns and CRG initiatives/projects * A general appreciation of the issues concerning the INGO sector with an in-depth knowledge of advocacy issues in Syria * Experience of working with implementing partners in a consortium and of building coalitions to affect change in policy and issues * Experience in influencing government, donors and other organisations * Demonstrable track record of leading change which has led to significant results for the organisation and their stakeholders * Highly developed interpersonal and communication skills including influencing, negotiation and coaching, and excellent writing and presentation skills * Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures. * Strong results orientation with the ability to challenge existing mindsets * Ability to present complex information in a succinct and compelling manner * Strong research and policy development skills * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in * Excellent writing and presentation skills in English and Arabic * Ability and willingness to dramatically change work practices and hours, in the event of emergencies * Commitment to and understanding of Save the Children's aims, values and principles | | |
| JD prepared by: Rasha Muhrez | | Date: 05.10.2024 | |
| JD read and understood by employee; | | Date: | |