

## Policy and Advocacy Manager

**Reporting to:** Eurodad Director

**About Eurodad:** Eurodad (the European Network on Debt and Development) is a network of 47 civil society organisations (CSOs) in 20 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all. Candidates are encouraged to review our website: [www.eurodad.org](http://www.eurodad.org) and subscribe to our *Development Finance Watch* newsletter for further information. A summary of our 2015-19 Strategy is [here](#).

### **Role Purpose:**

The successful candidate will lead Eurodad's policy and advocacy team working to improve the effectiveness of aid, push for fair climate finance that is responsive to the climate adaptation and mitigation priorities of developing countries, radical change in the way publicly-backed private finance is used and hold International Financial Institutions (IFI's) accountable. They will be responsible for overseeing and producing robustly researched analysis with a strong advocacy focus, and ensuring that Eurodad continues to build strong coalitions for change. This exciting and diverse role involves strategic development, high level advocacy, management and fundraising, research, monitoring and analysing policy developments, information sharing and networking.

The Policy and Advocacy Manager will work at the cutting edge of development finance policy campaigns for transformative change. They will be responsible for advocacy, coalition building and research and will have excellent policy analysis skills. The candidate we are looking for is a team leader with strong interpersonal communication skills. The successful candidate will have experience of working with advocacy focused civil society groups or similar organisations, ideally on official development assistance, climate finance and other development finance related topics and have a good working knowledge of regional and international decision making bodies. They will need to speak and write English to a very high standard.

**Key contacts:** Eurodad colleagues, Eurodad members and other civil society organisations in Europe, Africa, Asia and Latin America, academics and think tanks, officials in organisations such as the OECD, European Commission, World Bank and IMF.

**Contract & location:** Brussels-based, permanent contract. Competitive salary, depending on skills and experience. Attractive benefits package including Hospitalisation and Dental insurance (DKV), meal vouchers, travel insurance and contribution to private pension plan.

## JOB DESCRIPTION

### A. ADVOCACY

1. Plan and implement advocacy strategies for relevant processes in collaboration with Eurodad staff, network members, partners and Southern NGOs.
2. Influence key decision makers and stakeholders through targeted advocacy.
3. Convene and speak at meetings with relevant politicians, officials and parliamentarians to raise civil society positions, and present Eurodad work at conferences and seminars.
4. Make contacts and maintain relationships with relevant officials and stakeholders.
5. Support our communications team in maintaining contact with journalists and help draft press releases and other media materials.

### B. POLICY MONITORING, RESEARCH AND ANALYSIS

1. Conduct and manage research and policy analysis on advocacy-relevant development finance issues (including both qualitative and quantitative).
2. Oversee the production of well researched briefings and reports on current development finance processes, policies and practices, and produce transformative proposals for change.
3. Keep up to date with key issues and produce articles and updates on relevant official and civil society activities.
4. Improve the reach and impact of briefings, articles and research, including by designing dissemination strategies for targeted audiences.

### C. NETWORK BUILDING

1. Coordinate the agreement of common strategies and policy positions with Eurodad members and allies, including by organising and facilitating meetings, teleconferences and other processes.
2. Build strong working relationships with members, southern partners and other allies, facilitate information sharing, and link people together.

3. Maintain and develop interest in development finance issues among Eurodad member groups, including by responding to questions, identifying strategic processes and issues to work together on, and facilitating capacity building amongst membership.
4. Participate in the design and organisation of Eurodad's bi-annual conference and other major events.

#### D. PEOPLE MANAGEMENT AND TEAM LEADERSHIP

1. Lead a team of up to three people, including developing clear objectives and workplans for your team, after consultation with members, allies and colleagues.
2. Ensure sufficient resources and support mechanisms in place for efficient and sustainable operation of the team.
3. Line manage and mentor up to three staff members, including agreeing and overseeing individual workplans, conducting appraisals and encouraging personal development.
4. Support with the day to day running of the office, as required, and maintain good communication with other teams.
5. Participate in the management team, which discusses human resource, financial and organisational development issues, and provide support and advice to the Eurodad board and general assembly, as requested.

#### E. GRANTS MANAGEMENT AND FUNDRAISING

1. Implement Eurodad activities in grants that fund your team, including ensuring objectives are met, activities delivered, and cooperate with the grants and finance team to ensure that changes to plans agreed with funders.
2. Actively pursue new funding streams to support and advance the work of the team in achieving advocacy and research objectives.
3. For multi-partner grants that Eurodad leads, coordinate implementation with partners, liaising with the grants and finance team (who ensure strong project management systems for finance and reporting.)
4. Produce the first draft of narrative reports to funders and the content input in your area for new proposals.
5. Maintain good relations with funders, including keeping them informed of progress and responding rapidly to requests.
6. In cooperation with the grants and finance team, develop and review a budget for your team and oversee team spending.

## ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

### 1. ESSENTIAL SKILLS

- Politically sharp policy analysis skills and ability to conceive effective advocacy strategies that imply transformative change.
- Excellent interpersonal skills, including tactful but effective facilitation to agree objectives.
- Strong communication skills with a very high standard of spoken and written English.
- Ability to build coalitions and effectively coordinate international civil society networks.
- Strong project and team management skills, including an ability to plan strategically and lead teams to deliver results.
- Ability to prioritise and work under pressure, use own initiative and work independently.

### 2. ESSENTIAL EXPERIENCE AND KNOWLEDGE

- At least eight years' relevant work experience, including:
  - Working on advocacy or lobbying ideally in a civil society organisation, as part of coalitions or networks.
  - Research and analysis, writing briefings or reports on international development, climate finance or related issues.
  - Making complex topics accessible and relevant to key audiences, including writing succinct and well-structured summaries, articles, and briefings.
- Some work experience on:
  - Facilitation of broad and diverse group processes
  - Managing teams and individuals and developing workplans and strategies
  - Public speaking and representation
  - Leading and working with broad coalitions
- Educated to at least master-degree level in political sciences, economics, development studies or related subject.
- Good understanding of current development finance policy debates.
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook.

### 3. DESIRABLE EXPERIENCE:

- Working knowledge of the OECD/DAC, Green Climate Fund, International Financial Institutions, United Nations, Development Finance Institutions, European Union, and other relevant multilateral institutions
- A good understanding of Eurodad's cross-cutting priorities: Gender, Global economic governance, and Responsible finance standards, which are integrated across all our work areas.
- Involvement in an international CSO advocacy or campaigning network.
- Working in a developing country and/or working with organisations from the Global South.
- Knowledge of French or Spanish.

### 4. COMMITMENT TO EURODAD'S OBJECTIVES AND WILLINGNESS TO TRAVEL