

Health Advocacy Assistant

Job description / Person Specification / Terms and Conditions

Full time, contract until 31 December 2014

Background on RESULTS UK

There are many organisations working to fight hunger and poverty around the world. RESULTS' particular focus is unique: we work at a grassroots, national and international level to create the political will to end the worst aspects of poverty and hunger. This multi-layered approach has proven to be a powerful advocacy combination that yields lasting results.

At the grassroots level we have a network of volunteer groups across the UK that regularly take advocacy actions (such as write to a Minister or visit their MP), with well-researched and timely policy asks.

At the national level, RESULTS has a small team of experienced experts that work in coalition with parliamentarians and organisations around the world to advocate on global poverty issues. At the European level we work with decision makers in the European Parliament and work closely with allies in France and Brussels.

At the International level we work with RESULTS USA, Australia, Japan, Canada and Mexico. In international health we also work closely with partners in India, Kenya, Zambia and elsewhere through the international ACTION Global Health Advocacy Partnership. (www.action.org)

RESULTS UK prioritises a small number of areas where we believe international efforts need to be intensified to achieve much needed development progress. These include; global health, particularly tuberculosis (TB) and Child Survival, including the promotion of vaccines for preventable disease; Nutrition / severe acute malnutrition, Education, and Microfinance.

The ACTION Global Health Advocacy Partnership

Someone dies of TB every 20 seconds, and 2.4 million children die needlessly each year from vaccine-preventable diseases. Around the world, nearly 6 million children under the age of five die every year, mostly from preventable causes. Almost all of these children could survive and thrive with access to simple, affordable interventions. Global leaders and institutions should have greater commitment to improving child health - by helping countries to deliver integrated, effective care in a continuum, starting with a healthy pregnancy for the mother, through birth and care up to five years of age.

The main causes of child mortality are pneumonia, diarrhoea, malaria, measles and HIV. The world's failure to adequately address diseases of poverty is due in large part to a lack of political will. There is therefore an urgent need to scale up advocacy capacities in both donor and low-income countries to demand greater leadership and accountability on issues such as improving the response to TB, Child Survival, and the development and delivery of vaccines.

Since 2005, RESULTS UK has been a partner organisation in the ACTION Global Health Advocacy Partnership. This is a network of advocates around the world working to mobilise greater resources and political commitment for global health. The original focus of ACTION was the control of TB but since 2011 ACTION has widened its scope to take on work on immunisations and Child Survival. ACTION seeks to improve the commitment to global health responses by implementing cutting-edge, results-based advocacy and communication strategies. Activities include educating policymakers and key leaders, cultivating champions and spokespeople, generating media, organising fact-finding trips for decision-makers, conducting policy research and building strategic partnerships.

The postholder will support team members carrying out advocacy on Child Survival and Tuberculosis.

The Role

RESULTS is looking to recruit an assistant for the Health Advocacy team, i.e. staff who work on Child Survival and TB. This post is envisaged as an entry-level post for a graduate intending a career in Lobbying, Campaigning or Advocacy. The post holder will report to the Health Advocacy Officer (Child Survival) though will also support other members of the team for some of the time. Advocacy for Child Survival involves being familiar and engaged with issues in Global Public Health, specifically those relating to MDG 4 and infectious diseases of poverty. It will be advantageous to be interested in and have some understanding of broad themes in global health, for example the major causes of child deaths, the global aid environment, the role of health workers in delivering care etc. A specialist interest in or knowledge of immunisation, nutrition or other Child Survival issues would allow for greater coordination with our other health work, but is not necessary.

While some staff members focus their advocacy on either European advocacy or advocacy in the UK, this post holder will support advocacy in both arenas and in other areas of engagement (e.g. the UN). An interest in the UK political environment is useful. RESULTS UK endeavours to build all-party support for international development.

The Health Advocacy Assistant's role is to support a number of advocacy initiatives. Working as part of a small team, this job provides an ideal opportunity for the post holder to gain valuable experience of advocacy, campaigning and working within the international development sector.

Principle responsibilities

The Assistant will carry out a wide range of tasks that will include some or all of the following. The workload changes throughout the year as events are planned and priorities change.

- Work with the team to engage NGOs, academics, media and parliamentarians in our issues.
- Support staff in the implementation of advocacy activities in the UK and abroad (e.g. organising meetings, advocacy tours, event logistics, arranging travel & visas, producing briefing documents etc).
- Assist with the ongoing identification of potential champions in the UK and EU, as well as the implementation of strategies to engage supporters.
- Conduct research into relevant development and health policy as required.
- Support coalitions or networks we are part of, for example the Stop TB UK secretariat (including information distribution, engagement of new members, organising quarterly meetings etc).

- Support staff to build the RESULTS UK grassroots network of international development and health advocates; support our grassroots network to act on health related actions.
- Support the team with research and documentation of appropriate parliamentary proposals and submissions on development or health issues.
- Work with the team on collecting Monitoring and Evaluation data and ensuring financial and narrative reports are completed on time.
- Work with the team on budgets or funding proposals.
- Write blogs, keep social media active, keep relevant websites populated, and keep the Contacts Database accurate.
- Set up meetings and provide all administrative support as required.

Person Specification

The following are essential:

- Experience of campaigning, policy work or research work in either a paid or voluntary work environment preferably in the context of health and/or international development.
- Experience in a busy office in either a paid or voluntary capacity.
- Excellent internet-based research skills.
- Excellent written and verbal communication skills.
- Strong computer skills (Microsoft Office as a minimum).
- Ability to write short clear articles.

Personal attributes

The following are essential:

- Well organised and able to manage multiple tasks.
- Willing to work on any and all tasks, whether more administrative or more programmatic.
- Ability to respond flexibly to changing priorities and to work to deadlines.
- Self-motivated.
- Attention to detail.
- Excellent people skills /ability to work well as part of a small team.
- Commitment to international development/poverty issues.
- Ability to learn quickly about new technical areas.

The following are desirable:

- Academic background in health/international development or related area.
- A second language.
- Some work experience in a developing country.
- Fundraising experience (from Trusts or Foundations).

Recruitment Process

Please apply by sending a CV (maximum length 2 pages) and covering letter (maximum 2 pages) to jobs@results.org.uk. All candidates must have the right to live and work in the UK. In your email please say where you saw the job advertised and confirm that you have the right to work in the UK. Your covering letter should show how you meet the requirements of the Person Specification and why you want the job. The application deadline is Mon 26 May, 5pm. We may also review applications as they come in. In the subject box of your email please put the **name of the post; your First name and Surname**

Interviews will be held on Monday 2nd June at our office. If you are shortlisted for interview you will hear by Wednesday 28th May.

Terms and conditions

1. Starting date

The position is available immediately and is available until the end of December 2014

2. Salary

£18,302 per annum, (spine point 11) pro rata

3. Hours of work

This post requires a working week of 37.5 hours (excluding breaks). These hours will be worked as agreed with the line manager but some flexibility may be required to meet the needs of the job. There is no paid overtime.

4. Holidays

25 days per year plus bank holidays (pro rata). Three of the 25 days are to be taken in the period between Christmas and New Year when the office is closed. Holidays are earned in arrears.

5. Length of contract

This is a full-time position until 31 December 2014.

6. Probationary period

The employee will have a probationary period of one month

7. Notice period

During the probation period: One week. After the probation period: One month

8. Sick pay

Details of this allowance are given in the staff handbook

9. Cycle Policy – staff may receive a tax-efficient loan for the purchase of a bike, through which the final price of the cycle is lower than on the market. Details at cyclescheme.co.uk

10. Season Ticket loan – staff may receive a loan for the purchase of a travel season ticket.

11. Location

The post will be based in RESULTS UK's national office in 31-33 Bondway, Vauxhall, South London. The office has excellent tube, rail or bus connections with the rest of London. Some travel within the UK may be required. Some travel abroad may be required but this is unlikely.