IAPB Policy and Advocacy Manager

Job Description

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| **Job Title:** | Policy and Advocacy Manager | **Location:** | IAPB, London with flexible working possible. Remote working during Covid-19 pandemic. |
| **Department/Group:** | Policy and Advocacy | **Reports to:** | Head of Policy and Advocacy |

## Job Purpose

To work closely with the Head of Policy and Advocacy to coordinate global advocacy efforts to maintain political action and investment in eye health. The Policy and Advocacy Manager will be responsible for leading the development and delivery of IAPB’s Integrated People-Centred Eye Care (IPEC) programme, working closely with the World Health Organization and IAPB members to facilitate the implementation of IPEC in all countries across the world. The post will also manage the delivery of several advocacy projects and events, and support IAPB’s expanding presence and activities at the United Nations.

## Role and Responsibilities

Work closely with the Head of Policy and Advocacy to:

* Lead the development and delivery of IAPB’s activities on Integrated People-Centred Eye Care (IPEC), working closely with the World Health Organization and IAPB members to facilitate the implementation of IPEC in all countries;
* Support IAPB’s programme of work at the United Nations, coordinating the activities of the UN Friends of Vision and supporting the Head of Policy and Advocacy to build new relationships with UN institutions and development organisations;
* Develop, together with the Head of Policy and Advocacy, advocacy strategies to obtain global commitments to eye health at international forums such as the United Nations and World Health Assembly;
* Manage the organisation of key advocacy events and activities including speaking and facilitating events and workshops; briefing and liaising with high profile speakers; ensuring event promotion and coordinating with the communications and events teams;
* Represent IAPB at various international health and development forums and to establish strong networks to raise awareness of, and broaden support for, the eye health agenda;
* Enhance advocacy capacity across the eye health sector, providing guidance and training to members on advocacy approaches;
* Research and produce policy briefs, reports, tools and guidance to support IAPB policy initiatives and advocacy campaigns;
* Monitor and keep abreast of the relevant activities of key international institutions, such as the World Health Organization and the United Nations, and to identify policy and advocacy opportunities to advance the issue of vision and eye health;
* Be an ambassador for IAPB with all external stakeholders and support the Head of Policy and Advocacy to build new strategic partnerships with international institutions and networks for the benefit of the eye health sector;
* Work closely with IAPB’s communications team, to raise the profile of IAPB messages and advocacy activity, including providing content for internal and external communications;
* Produce project plans, milestones and key outcomes for projects, for discussion and agreement with the Head of Policy & Advocacy.

## Education, Skills & Experience Required

### Knowledge (Education & Related Experience):

*Essential:*

* A relevant degree
* Significant experience of advocacy and policy work, preferably in international development and/or health related context
* Familiarity of working and communicating at a senior level both internally and externally

*Desirable:*

* Master’s degree in international development or public health
* Project management qualification such as PRINCE2 or similar
* Experience of working internationally

### Skills Required

* Campaigning, lobbying and other advocacy skills
* Excellent oral and written communication skills to engage with, and gain the respect of, a wide range of stakeholders including government officials, health and development professionals
* Excellent project management skills with the ability to deliver large and complex projects

on time and within budget and work with a wide range of stakeholders

* Strong presentational and public speaking skills including an ability to deliver training and facilitate workshops
* Positive, solution-oriented collaborative team player
* Able to take initiative and work independently to deliver key activities.
* Strong ability to collate and present diverse information from varied sources in an engaging format.
* Ability to remote work in a multicultural, global team environment

### Corporate Competencies and Key Behaviours:

* Passionate about effecting change at a global level with a deep commitment to the vision, mission and strategic goals of IAPB
* Demonstrates integrity by modelling the IAPB’s values and ethical standards
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Action orientated