

# Job Description



Job Title:	Advocacy and Campaigns Lead		
Cluster:	Advocacy and Campaigns		
Salary:	USD 63729.41 per annum (Excluding Benefits)	Contract Type:	12 months with the possibility of renewal
Location:	Remote		
Reports to:	Chief Officer, Advocacy and Solidarity Action		
Direct Reports:	Advocacy and Campaigns Officers Freedom of Peaceful Assembly Officer Crisis Response Fund (CRF) Coordinator VUKA! Network Coordinator EU SEE Lot 2 Coordinator		
Job Role			
Role Overview:	The Advocacy and Campaigns Lead is responsible for overseeing CIVICUS’ advocacy and campaigns globally and providing strategic guidance on projects and activities. The role is expected to anticipate emerging issues restrictions and opportunities affecting civil society and develop advocacy campaigns to pro-actively respond to them. The incumbent streamlines advocacy and campaigns internally across the organization, provides strategic insight on issues related to civil society and civic space to the CIVICUS secretariat and to the alliance. The position provides advocacy support to CIVICUS’ research findings and other outputs. The role is also expected to represent CIVICUS at relevant significant international, regional and national forums. In addition to line management responsibilities which include oversight of performance and well-being of the members of the advocacy and campaigns cluster, the advocacy and campaigns lead is expected to engage decision makers, key stakeholders and coalitions for change in line with CIVICUS’ strategic priorities.		
Areas of Responsibilities	Key Activities		
Pro-actively lead CIVICUS’ advocacy campaigns within the secretariat and externally with the alliance	<ul style="list-style-type: none"><li>- Analyse global civil society trends and develop appropriate responses to pro-actively respond to them in consultation with different clusters.</li><li>- Provide strategic guidance to ensure that projects, campaigns and advocacy actions are streamlined internally for maximum impact externally.</li><li>- Develop advocacy plans for CIVICUS research outputs to ensure that recommendations are shared with relevant decision makers and actors.</li><li>- Lead CIVICUS’ pro-active responses to civic space restrictions and opportunities in different regions and build coalitions with other civil society groups.</li><li>- Provide content to CIVICUS’ outputs for engagements at regional and international forums.</li></ul>		

# Job Description



	<ul style="list-style-type: none"> <li>- Develop and oversee strategic advocacy and lobbying initiatives to promote civic space and civil society participation, including at UN forums and regional human rights institutions.</li> <li>- Develop and oversee campaigning initiatives and coalition building activities to promote civic space and civil society participation.</li> </ul>
<b>Strategic Coordination of Projects and campaigns</b>	<ul style="list-style-type: none"> <li>- Provide strategic guidance, coordination and support to CIVICUS's projects including the CRF, CHARM, and EU SEE Lot 2 in line with donor requirements and CIVICUS's strategic objectives.</li> <li>- Provide strategic guidance to campaigns including the Stand As My Witness Campaign and WeRisers Campaign and the VUKA! Coalition in line with CIVICUS's strategic priorities.</li> <li>- Streamline projects across the Advocacy and Campaigns cluster and CIVICUS to ensure there is synergy internally.</li> <li>- Represent CIVICUS in the Steering Groups or governance platforms of Consortia where CIVICUS is a member.</li> </ul>
<b>Representation and Influencing.</b>	<ul style="list-style-type: none"> <li>- Engage and influence decision makers, key stakeholders and coalitions for change in line with CIVICUS' 2022-2027 strategic directions.</li> <li>- Represent CIVICUS at relevant international, regional and national forums and act as an effective ambassador.</li> <li>- Build and maintain internal and external relationships with a view to advancing CIVICUS' advocacy and campaigning objectives.</li> <li>- Advance CIVICUS' thought-leadership through writings, speeches, presentations etc.</li> </ul>
<b>Management and leadership</b>	<ul style="list-style-type: none"> <li>- Provide advice to CIVICUS staff on the conceptualization of advocacy and campaign initiatives and research design.</li> <li>- Exercise decisive insight and team leadership to both articulate and cascade CIVICUS' vision and values.</li> <li>- Play an active role in the Collective Management Forum (CMF) and promote a conducive work environment within CIVICUS for staff performance and well-being.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>- Ensure adherence and delivery of CIVICUS Talent Management for the respective team including recruitment, selection, retention, development and succession planning.</li> <li>- Conduct probation, performance management according to HR timelines ensuring high performing staff.</li> <li>- Support both the professional and personal development of staff, ensuring that they can be proactive on all matters, thus maximising and integrating the effectiveness of the service they provide.</li> <li>- Develop a team culture that values collaboration internally, cross functionally and in partnership with partners where applicable.</li> </ul>
<b>Civics Values and Change management</b>	<ul style="list-style-type: none"> <li>- Lead innovation and change by establishing a culture of excellence in respective team that values experimentation and continuous improvement.</li> <li>- Ensure personal and team culture that demonstrates all of CIVICUS' values.</li> </ul>

# Job Description



<b>Other</b>	<ul style="list-style-type: none"> <li>- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</li> <li>- All staff are expected to demonstrate CIVICUS values and principles in all their professional relationships and in any interactions that may reflect on CIVICUS.</li> </ul>
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>- A Master's Degree or higher qualification in relevant field or equivalent qualification including development studies, political science, law, media studies, international relations and human rights.</li> <li>- Exceptional English-language writing and presentational skills.</li> <li>- Knowledge of additional UN languages desirable.</li> </ul>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>- A minimum of 6 years' work experience in relevant field and at least 4 years' experience in a management position.</li> <li>- Excellent verbal and written communication skills in English.</li> <li>- Excellent IT skills, including experience with MS Office and Human Resource Information Systems.</li> <li>- Commitment to CIVICUS's vision, mission, values and ways of working</li> <li>- In-depth knowledge of global politics, human rights and sustainable development trends.</li> <li>- High degree of knowledge of the UN and regional human rights systems and processes.</li> <li>- Ability to oversee multiple areas of work and supervise a team based in diverse locations.</li> <li>- Ability to synthesise and process information from a variety of sources.</li> <li>- Familiarity with global civil society networks and trends.</li> <li>- Ability to plan ahead, manage substantial budgets and implement organisational development strategies.</li> <li>- Empathy and ability to work in a diverse and multi-cultural environment.</li> </ul>
<b>Desirable knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>- Ability to converse in an additional UN language is an advantage.</li> <li>- Strong networks within the society sector and intergovernmental institutions.</li> </ul>