

# JOB PROFILE

How to Apply for this Job

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James Morgan/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Senior Policy Advisor - Pan-African Advocacy
<b>Group</b>	Global Advocacy & Influencing
<b>Team</b>	Global Advocacy Team
<b>Location</b>	Nairobi
<b>Responsible to</b>	Senior Associate level or above

### Part 1 – Job description

#### 1. Purpose of the team

To build and support the growth of a global movement to help us move towards a just and sustainable world where people and communities flourish within the planet's boundaries. To work towards a world where systems, structures and ways of living that keep people in poverty are challenged and overcome by the church's prayers, voices and lives.

#### 2. Main purpose of the job

To deliver policy and practice change across Africa through working with Tearfund's partners and allies, and driven by research and lobbying. A key focus will be on climate change, alongside economic and environmental sustainability for a fair and sustainable future for humanity.

#### 3. Position in organisation

The Global Advocacy Team is divided into three sub-teams to work out our vision:

UK Campaigns; Global Campaigns; and Policy and Research. This role sits within the Policy & Research sub-team.

All Senior role job descriptions include some shared responsibilities, to allow scope for change in focus where the need arises.

This role:

- Reports to Senior Associate/Advisor level or above
- Works closely with other members of the team
- Works closely with other members of the Global Advocacy & Influencing Group, with the Global Fundraising Group and with the International Group
- Supervises temporary and consultant staff and expected to join a pool of line managers in the team
- Liaise at all levels within and outside the organisation.

#### 4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:

- Attend, in person or remotely, corporate Tearfund Prayers on Wednesdays, to pray for Tearfund's work and spend time in prayer and worship together
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.

## 5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## 6. Scope of job

- Research and lobbying at a senior level on a fair and sustainable future for humanity. This role will include influencing the UN Climate Talks at the end of 2022 - COP27, hosted by Egypt - and work with Tearfund-supported campaigns and platforms across Africa (such as Renew our World and Abundant Africa) to develop an advocacy focus, drawing on our report '[Abundant Africa - our decade to shape the African century](#)'.
- Public representation of Tearfund at a senior level online, in public gatherings and in the media
- Relationship building and networking at a senior level with colleagues in other teams, NGOs, partners, churches and international allies working on these issues.
- Collaborates with professionals and experts externally
- Responsible for the development and implementation of advocacy strategies and plans
- Devolved budget responsibility
- Part of a rotating pool for co-leading the Global Advocacy Team
- Part of a pool of line managers where the expectation is that most Senior Associates/Advisors will have experience in and will take on line management responsibility
- In addition to ongoing activities, team members are encouraged to innovate and develop ideas and projects towards achieving the advocacy goals
- Role may include some travel within Africa or globally and some evening and weekend work including occasional overnight stay for work residencies
- Part of a team that is based across different countries, necessitating flexible virtual working

## 7. Duties and key responsibilities

**Senior roles in our team outwork one of two specific areas of responsibility** (in addition to some general duties and responsibilities outlined below). These two areas are:

- 1) Research and lobbying at a senior level on a fair and sustainable future for humanity (policy and research).**
- 2) Public campaigning/ mobilising and organising with churches, groups and individuals globally on a fair and sustainable future for humanity**

**For this job at this time, we are looking for experience and expertise in area 1 (Research and lobbying).**

However, we expect Senior Associates to be passionate about both areas, and be ready to be deployed between them if the need arises, and if appropriate.

### ***Key role responsibilities:***

- Leading our Pan-African policy and research strategy to achieve significant change in policy and practice.
- Developing new policy and research areas where Tearfund can add value for a fair and sustainable future.
- Building influential relationships with key decision-makers, Tearfund partners and movement allies.

### ***Sub-team responsibilities: Research and lobbying at a senior level on a fair and sustainable future for humanity***

*All Senior Policy & Research team members will work towards:*

- Developing and implementing advocacy strategies (including research, lobbying, campaigning, media, movement-building and other approaches)
- Coordinating international advocacy work with the media team and external allies
- Design, commission and manage research, as well as carry out own research and writing for position

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papers, lobby briefings and media papers.

- Lobbying at national and international level on adopted policy positions and representing Tearfund or speaking at external events
- Building and maintaining senior relationships with key policy makers, think tanks, MPs, academics, other NGOs, partners etc in order to develop and promote our messaging
- Responding to external enquiries on policy issues including briefing policy makers
- Supporting the media team, including acting as a media spokesperson where necessary
- Provide policy screening for Tearfund material related to the issues we're working on
- Provide policy advice and support to the rest of the advocacy team
- Provide policy advice and support to Tearfund's regional teams and other teams within the organisation as needed, ensuring consistency of messages and supporting advocacy work where necessary
- Managing consultants or volunteer researchers
- Keep informed of relevant contextual issues, undertake future-scanning to identify upcoming issues, keep abreast of information from government, media and academic sources

#### ***Management duties for all Senior Associates***

- Line management responsibility for a small number of team members as required
- Joint responsibility for planning and delivering strategy and team action plan

#### ***General duties and responsibilities that all team members will work on***

- Develop and maintain relationships with colleagues in other teams, NGOs, partners, churches in the UK and other strategic countries and international allies, including at senior level
- Represent Tearfund at external events such as government policy fora, meetings of NGOs or church meetings
- Writing and speaking to inspire others about what living justly and sustainably looks like, with the ability to bring a biblical perspective where needed
- Participate, convene and facilitate internal and external meetings
- Provide support and input for team fundraising activities
- Take responsibility for leading/coordinating working groups with colleagues
- Participate in internal processes to ensure advocacy is integrated across the organisation
- Coach and mentor staff and key external contacts as required
- Plan and provide training and workshops on advocacy and the issues we work on

## Part 2 – Person specification

### Job title: Senior Policy Advisor - Pan-African Advocacy

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Degree level or equivalent knowledge</li> <li>● Good understanding of development and environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>● Postgraduate qualification in related field or equivalent knowledge</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of leading, formulating and implementing advocacy strategies and plans</li> <li>● Considerable experience of writing policy reports and briefings</li> <li>● Knowledge of the NGO sector</li> <li>● Significant experience of writing clear, inspiring and accurate communication to a target audience</li> <li>● Experience of public speaking to a variety of audiences</li> <li>● Experience of working in coalitions</li> <li>● Understanding of African church context</li> <li>● Experience in managing and delivering projects to deadline</li> <li>● Experience of influencing government or institutional policies at national, regional or continental level</li> <li>● Working knowledge &amp; research in the field of climate change, development, environmental sustainability or economics</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in low or middle income countries</li> <li>● Experience of advocacy capacity building</li> <li>● Line management experience and/or experience in supervising temporary staff/ volunteers/interns/consultants</li> <li>● Experience of working in a civil society/grassroots movement(s)</li> <li>● Experience of managing research</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>● Ability to research and analyse information</li> <li>● Significant ability to think and plan strategically</li> <li>● Significant ability to network, negotiate and influence within and outside the organisation</li> <li>● Significant ability to influence others through articulate written and verbal communication with audiences at all levels</li> <li>● Ability to write reports and policy briefs</li> <li>● Ability to self organise, including managing projects, working to deadlines, monitoring and evaluating own work and adjusting accordingly</li> <li>● IT literate – skilled in Word, Excel, Powerpoint (or the Google suite equivalent), internet and social media</li> <li>● Creativity in developing ideas and solving problems</li> <li>● Ability to apply Biblical principles to topical</li> </ul>	<ul style="list-style-type: none"> <li>● Conversational ability in French, Portuguese or Swahili</li> <li>● Experience facilitating workshops and meetings</li> <li>● Ability to help communicate policy ideas for both media and campaigns</li> </ul>

	<ul style="list-style-type: none"> <li>issues</li> <li>● Clear and effective communicator with people at all levels</li> <li>● Ability to work with/mobilise Christians and churches locally, nationally and/or globally</li> <li>● Ability to work well in a team that operates strong feedback including encouraging and challenging others and being comfortable sharing learning from your own failures</li> <li>● Ability to work within team strategy and coordinate well with colleagues</li> <li>● Strong political judgement</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Committed and mature Christian</li> <li>● Committed to Tearfund's Mission, Values and Beliefs</li> <li>● Concern for addressing poverty, inequality and environmental issues and commitment to social justice</li> <li>● Tact and assertiveness</li> <li>● Cultural sensitivity</li> <li>● Flexible and positive approach to work including ability to listen to and accept others' point of view</li> <li>● Strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding the role of the church in advocacy</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>● Willing to travel and stay away from home or overseas for up to 6 weeks a year</li> <li>● Willing to work occasional weekends and evenings</li> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		