

Job Description

Job Title:	Advocacy and Communications Officer
To whom responsible:	Programme and Advocacy Manager
Salary:	Support B range from £34,477 - £37,924 (including London Weighting) pro-rata for 4 days a week.

We currently have a funding application pending if this is successful it will be possible to make this a full-time post.

Overall purpose of the job

The ABColombia Group is a project of a coalition of five leading development agencies, CAFOD, Christian Aid UKI, Oxfam GB, SCIAF and Trócaire¹, which engages decision-makers in the UK and Irish governments, the European Union, United Nations and Colombian Government to advance the protection of the civilian population in Colombia, support the voice of civil society, obtain lasting solutions to the humanitarian and environmental crisis, promote negotiated settlements to the armed conflict in country and to address Business Human rights and Environmental issues.

We are looking for a dynamic Advocacy and Communications Officer to be part of the ABColombia team working with the Programme and Advocacy Manager (PAM). The team consists of two salaried people and interns working for a period of between six and twelve months.

This is a dynamic post that will allow the advocacy officer to grow and develop their skills, responsibilities and experience. Together with the PAM you will provide briefings to key advocacy targets such as UK and Irish politicians, Civil Servants and ministers. Actively networking with other UK-based organisations and contributing to developing strategic partnerships and collaboration with relevant stakeholders to support specific advocacy objectives. As well as undertaking a range of media, administrative and organisational activities to support this work.

You will work closely with the Programme and Advocacy Manager to deliver ABColombia's three-year strategic plan.

ABColombia works on a range of business, human rights, peace and environmental issues that impact marginalised communities on the ground in Colombia. The advocacy ABColombia engages in is designed to position the voice of grassroots communities and the CSOs that ABColombia works with in the international arena.

This job is office based but could also be, by negotiation, be a hybrid post.

Please note: The post-holder must be UK-based. We are unable to provide employment sponsorship if required and unfortunately cannot progress applications without the required right to live and work in the UK on a permanent contract.

¹ Amnesty International and Peace Brigades International are observers on the group.

Tasks and Responsibilities

Policy analysis

- Work with the PAM to maintain an up-to-date analysis of the conflict in Colombia and its implications for civil society, democracy, human rights, and forced displacement,
- Develop and maintain a database with ABColombia's key contacts (UK and Irish governments and parliaments, the European Union, the United Nations etc) highlighting their particular interest in Colombia.
- Support the PAM in publishing and disseminating advocacy and policy briefs concomitant with strategic aims.

Advocacy work

Together with the PAM you will:

- produce reports and briefing papers, including arranging briefings and roundtables.
- develop plans to engage with politicians in the UK and Irish Parliaments and map political actors' interests
- build relationships with relevant advocacy targets, draft talking points and take notes in meetings
- Develop and maintaining stakeholder mapping and contact databases.
- Monitor and report on activities and impact of ABColombia's work
- Write Urgent Actions including letter writing and setting up emergency meetings.
- Represent the organisation in private and public meetings, seminars and conferences when PAM is unable to do so.
- Engage with civil servants around the thematic issues and campaigns
- Organise and accompany visits to UK by representatives of Colombian civil society and assist with and support lobbying initiatives
- Develop and maintain ABColombia website
- Develop and maintain ABColombia social media

Co-ordination and support of members

- Organise and record monthly ABColombia Group meetings, and other meetings where appropriate.
- Liaise with members.
- Collaborate on the production of the annual reports, monitoring and financial reporting.

Networked working

- Support ABColombia's participation in other networks working on policy with regard to Colombia in the UK and Europe.
- Support the organisation of joint initiatives with a broad network of stakeholders in the UK, Europe, USA and Latin America.

Administration

- Manage the ABColombia office systems, including paper and computer filing systems.
- Carry out on-going administrative tasks, including monitoring the budget and expenditure.
- Respond to general enquiries about Colombia and the work of the ABColombia Group.

Information gathering

- Read, monitor, filter and manage incoming information and news on Colombia in English and Spanish.
- Source alternative information for ABColombia information services.
- Monitor and collect UK and English language press coverage of Colombia.

Provide other support to PAM where appropriate and agreed.

Person Specification

Experience & Skills

Essential

- Research on and/or work experience in a Latin American country
- Excellent verbal and written communications skills in English and Spanish.
- A good understanding of the need for approaches based in equity and partnership.
- Ability to work with a high degree of integrity and diplomacy
- Experience of advocacy and/or campaigning work
- Computer literacy, including use of internet
- Understanding of how to constructively work across different cultural and political contexts.
- Experience of working to deadlines and demonstrable ability to use initiative and prioritise work effectively under pressure.
- Experience of research and information gathering in public policy or similar environment.
- Demonstrable administrative skills such as record keeping.
- Ability to read and summarise information quickly from a variety of sources (in English and Spanish).
- Efficient and well-organised with experience in budgetary management.
- An ability to learn quickly about new development issues and clearly convey this information to others.
- An ability to write clearly and succinctly, for a range of audiences, from lengthy formal submissions to short website articles or blogs

Desirable

- Experience of managing and monitoring websites.
- Research and/or work experience in Colombia.
- Fundraising experience.

Knowledge

Essential

- Demonstrable understanding of the human rights and development challenges facing Colombia.

Desirable

- First-hand knowledge of Colombia.
- Demonstrable understanding of government and international relations agenda and civil, political and economic trends.

Qualifications

Essential

- Educated to degree level.

Desirable

- Post-graduate qualifications.
- Trained in website management.

Commitments

Essential

- Must be in sympathy with the aims and values of the ABColombia Group.

Travel

Possibility of travel in the UK, Ireland, Brussels and Colombia to participate in workshops,

conferences, field visits, advocacy work etc.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.

Background to the Post

ABColumbia Group

British and Irish Agencies working in Colombia

Our position

- We believe that the civilian population has the right not to be involved in the armed conflict.
- We believe that full implementation of recommendations made by the UN system with regard to internal displacement, human rights, climate change and peace will help to improve conditions for the majority of Colombians
- We support lasting solutions to the humanitarian, human rights, and environmental crisis
- We support the work of human rights defenders and organisations working with those communities that are most marginalised including women.
- We support a negotiated end to the armed conflict, one that includes the voice of Colombian civil society
- We support communities' rights and protection of the environment in relation to multinational companies and large-scale development projects.

Membership

CAFOD (Catholic Agency for Overseas Development)

www.cafod.org.uk

CHRISTIAN AID

www.christian-aid.org.uk

OXFAM Colombia

www.oxfam.org.uk

SCIAF (Scottish Catholic International Aid Fund)

www.sciaf.org.uk

TRÔCAIRE

www.trocaire.org

Observers

Amnesty International

www.amnesty.org

Peace Brigades International Colombia Project

www.peacebrigades.org

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