

Job Description

Position: Policy Lead

Reports to	Executive Director
Direct reports	Policy and Research Officer, External Communications Officer, Translations and Interpretation Coordinator
Job family	Team Lead / Head
Location	London UK
Latest update	February 2023

About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,200 organisations in over 120 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

Our goals

Our members have set three goals for the network for our 2020–25 strategy:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for risk-informed development

Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

Main purpose of the role

The Policy Lead, as a member of the Senior Leadership Team (SLT) and wider secretariat team is responsible for leading all Policy work, including overseeing policy research and analysis; networking and representation at the global level; overseeing all GNDR's influencing and lobbying on policy issues and supporting the regional teams at regional and national level; coordinating GNDR's thought leadership on "risk drivers"; coordinating all donor-funded policy projects; overseeing GNDR's external communications; supporting the regional team in the recruitment and management of and communication with the members; overseeing the election of Board and RAG members; coordinating the member led capacity strengthening; and internal and external communication.

Position in the organisation

- Responsible to the Executive Director
- Leads the Policy Function, directly managing the Policy and Research Officer, External Communications Officer and Translations and Interpretation Coordinator
- Part of the Secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners
- Works in collaboration with GNDR boards and regional advisory groups
- Works in collaboration with regional staff to ensure coherence and coordination of policy messaging.

Overall scope of the role

- Policy analysis and research
- Influencing and lobbying
- Support to regional and global advocacy
- Networking
- "Risk drivers"
- External communications
- Team management

Specific responsibilities

Policy and research

- Horizon scan emerging global and regional socio-economic, political developments and humanitarian situations, donor policies, and trends UN, NGO and civil society response in sector good practice to identify emerging policy issues;
- Oversee, support and commission the high quality research and analysis of selected policy issues, drawing on learning and experience from members, academic institutions and other resilience actors;
- Based on research findings, develop policy recommendations and messaging for influencing decision-makers, promotion to members and adoption as GNDR practice;
- Develop policy position papers, reports, case studies, and other learning materials

Influencing and lobbying

- Directly engage in evidence-based lobbying activities with key decision-makers at global levels on selected policy issues;
- Lead innovative advocacy campaigns towards set goals, linked closely with the findings from GNDR's *Views from the Frontline*;
- 2023 focus on Sendai Framework Mid Term Review process, SDG-focused High Level Political Forum and COP28.

Support to regional and global advocacy

- In collaboration with regional staff, develop an advocacy strategy to contribute to the outworking of the GNDR strategy setting out priorities and targets;
- Develop messaging on selected policy issues for use by regional staff;
- Support regional teams in lobbying activities with key decision-makers at national and regional levels on selected policy issues;
- Coordinate GNDR advocacy both within specific projects and more broadly, including identifying, mapping and facilitating connection of GNDR members with SFDRR and other post-2015 processes, key national and high level events and relevant stakeholders and policy-makers at national, regional and global levels.

Networking

- Position GNDR as a leading Risk-Informed Development network working with civil society organisations dealing with issues of localisation, disaster risk reduction, resilience and sustainable development
- Develop and maintain strong working relationships with GNDR external stakeholders, including governments, UN agencies, institutional donors, media, representing GNDR externally as required;

- Strengthen and facilitate links between GNDR and its members with relevant resilience actors (including academic and knowledge institutions) to develop members expertise and capacity in risk-informed development;
- Attend relevant conferences and events and interact with academics and practitioners.

Risk Drivers

- Coordinate the development of GNDR's knowledge base on the 6 identified "risk drivers" and any agreed thematic area, and their interconnections, drawing information from GNDR secretariat, members and external sources;
- Coordinate and support the risk driver leads in developing GNDR's knowledge base and capacity;
- Provide advice and guidance to secretariat staff and members at a global level on the risk drivers and thematic areas, including inputting into proposal submissions.

External communication

- Oversee the development of an external communications plan to maintain strong two-way flow of information with external stakeholders to support the outworking of the corporate strategy and support the implementation of our Policy work;
- Oversee the development and maintenance of GNDR's brand and guidance, ensuring compliance across the secretariat;
- Support the External Communications Officer to produce communications materials and messaging to support the policy work;
- Support the External Communications Officer to produce communications materials and messaging for the wider organisation, ensuring consistency and coherence of messaging across the organisation.

Team Management

- As a member of the senior leadership team, assist with the overall coordination, management, development and representation of the secretariat team;
- Develop and model a team culture characterised by a shared understanding of GNDR's vision and strategy and commitment to values;
- Lead the policy group, ensuring clarity over plans, budgets and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness;
- Implement GNDR's performance management policy with direct reports, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, development planning and exit interviews, carried out for staff, and take appropriate remedial action to address areas of poor performance.

Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> ● Bachelor's Degree in a relevant subject (e.g. International Development International Relations) ● Proficiency, written and spoken, in English 	<ul style="list-style-type: none"> ● Masters Degree in a relevant subject ● A postgraduate qualification in project management
Experience	<ul style="list-style-type: none"> ● Understanding of and experience of working with Sendai Framework for DRR and other post-2015 frameworks ● Experience in advocacy, including the development of advocacy messaging and materials ● Relevant experience in disaster risk management ● Relevant experience in project implementation ● Experience of working in civil society organisations ● Experience of working with donors and UN bodies ● Experience of designing and implementing awareness raising campaigns ● Experience of working in CSOs networks and managing membership engagements ● Experience of line management 	<ul style="list-style-type: none"> ● Experience as a team/unit lead
Skills and abilities	<ul style="list-style-type: none"> ● Ability to think, plan, prioritise and organise in a clear and structured way ● Strong analytical skills ● Ability to communicate complex issues clearly and passionately, both orally and in writing ● Excellent networking skills, particularly with policy makers at different levels ● Strong team player with good interpersonal skills ● Good ICT and computer skills ● Willingness to learn and open to new ways of working 	<ul style="list-style-type: none"> ● Fluency in other languages, preferably French or Spanish ● Appreciation of project management tools and frameworks

Personal qualities	<ul style="list-style-type: none"> ● Comfortable in cross cultural communication with people from different backgrounds ● Committed to GNDR's values ● Ability to work in a small team in an office environment ● A calm, confident and welcoming manner ● Good organisational and effective time management skills ● Able to take initiative, work under minimal supervision and be flexible / adaptable ● Able to travel overseas, at short notice if required ● Appreciation of GNDR's values and principles 	
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Information for applicants

Eligibility	<p>Candidates must have the legal right to live and work in any of GNDR regional hub locations. Currently the role is working from home with regular times in the office, as government guidance allows.</p>
Start date	<p>May 2023</p>
Contract type	<p>(Maternity Cover) 10 month fixed term Contract will be offered on a full-time basis subject to satisfactory completion of a six-month probationary period. With the possibility that the FTC could be extended to 12 months.</p>
Office hours	<p>35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.</p>
Annual leave	<p>25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.</p>
Probation	<p>Six months probationary period with a three month mid-term review.</p>
Salary	<p>Competitive salary and benefits based on the regional location</p>
How to apply	<p>To apply for this position all applicants should send a brief cover letter and</p>

	<p>CV to jobs@gndr.org with the subject line referencing the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>
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