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| **TITLE:** Advocacy and Comms Manager |
| **TEAM/PROGRAMME:** Advocacy, Media, Comms | **LOCATION:** Erbil with travel to Baghdad |
| **GRADE**: TBC | **CONTRACT LENGTH:** 12 months  |
| **CHILD SAFEGUARDING:** Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Advocacy Manager will manage advocacy and campaign initiatives of the Iraq Country Office. As a member of the Senior Management Team (SMT), the Advocacy Manager shares in the overall responsibility and the direction and coordination of the Iraq Country Office. The Advocacy Manager will liaise closely with the Regional Advocacy, Media and Communications Director and the Save the Children Humanitarian Advocacy Working Group to consult on and develop advocacy,policy, and campaign products. The function will produce key advocacy messages to be used at national, regional and international levels, which reflect programmatic priorities, are evidence-based, and are risk sensitive to avoid negatively impacting response operations. The Advocacy Manager will also play a representational role and should expect to represent Save the Children in external meetings with relevant authorities, the NGO Advocacy Working Group in Erbil, the UN, Donors and other stakeholders. |
| **SCOPE OF ROLE:** **Reports to:** Country Director**Number of direct reports:** Media & Communications Coordinator |
| **KEY AREAS OF ACCOUNTABILITY:****As a member of the Senior Management Team, contribute to:*** Leadership of the Iraq Country Office
* Support the development of an organisational culture that reflects our mandate and values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to programme needs
* Help maintain, and improve active and regular working relationships with: government authorities, partner agencies, donors, and local and international NGOs
* Ensure Iraq Country Office complies with all Save the Children Essential Standards.
* Ensure that all required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the Regional Office

**Strategy*** Lead on updating and implementing the advocacy strategy for Iraq, particularly focusing on the impact of displacement and return on children, as well as the possible longer-term impacts, in coordination with the Humanitarian Advocacy Working Group (HAWG).
* The Advocacy Manager will build the advocacy capacity of Save the Children in Iraq, and will liaise with key UN and other interlocutors in country to ensure Save the Children has up-to-date information and policy analysis on the humanitarian situation and response in Iraq, with a focus on issues facing children, access challenges, funding, coordination and other issues impacting on vulnerable Iraqis, Syrian refugees and any other vulnerable communities.
* Support the Country Office and Regional Team to develop advocacy risk assessments for the activities and objectives in the Iraq Advocacy Strategy.

**Situation and advocacy analysis*** Provide analysis of issues affecting displaced and vulnerable Iraqi children, particularly education and child protection, as well as of other factors such as UN coordination, funding for the response, security and current and future challenges that have an impact on children and their access to humanitarian assistance,.
* Define key advocacy opportunities and targets at national and regional levels, if relevant, and if needed mobilize international advocacy support for these.
* Ensure strong linkages between advocacy and programs, and that advocacy is evidence based.

**Campaign Management*** Be the focal point for developing and implementing SC in Iraq’s national plan for Save the Children’s next global campaign and ensure that Iraq is featured in global campaign processes.
* Budget development and management of campaign plan
* Implementation of campaign activities,
* Setting up a coalition, as necessary, to ensure coordination and partner support for campaign issues
* Responsible for developing and ensuring implementation of campaign work plan

**Producing advocacy products*** Draft and otherwise support the production of advocacy products for use at country, regional and international levels.
* Ensure that all advocacy messages, documents and strategies are evidence-based, drawn from field experience and assessments, of high quality and effective, and are agreed to by the Country Director and consulted through the HAWG. When necessary, ensure advocacy products are signed-off according to the Save the Children sign-off procedures.
* Ensure Save the Children response strategies have clear advocacy objectives and indicators for assessing the impact of SC advocacy work.

**Representation and coordination*** Support the Country Director and other relevant Country Office staff in high-level advocacy work towards relevant authorities, the Humanitarian Coordinator, Humanitarian Country Teams, key UN agencies, Donors and other NGOs, as well as media, if necessary.
* Manage country level advocacy initiatives in close coordination and cooperation with the PDQ Director, Country Director, Regional Office, operations and technical emergency response staff, the HAWG, and communications, as well as the media and fundraising staff at the regional level and member headquarters.
* Ensure coordination of advocacy messages and activities between the Country Office and the regional and international levels.

**Staff Management, Mentorship, and Development** * Ensure appropriate staffing within Advocacy, Communications, Media team
* Provide support to ensure that all staff understand and are able to perform their role
* Manage Advocacy, Communication, Media team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly
* Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff
* Incorporate staff development strategies and performance management systems into team building process..
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* Works within the coordination structure to ensure that clear lines of accountability for decision making and reporting are established and followed.

**Ambition:*** Sets ambitious and challenging goals for themselves and the working group, takes responsibility for their own personal development and supports partners within the WSWG to do the same.

**Collaboration:*** Approachable, good listener, easy to talk to.
* Builds and maintains effective relationships with colleagues, Members and external partners and supporters.
* Values diversity and different people’s perspectives, able to work cross-culturally.

**Creativity:*** Develops and encourages new and innovative solutions.
* Cuts away bureaucracy and encourages an entrepreneurial approach.

**Integrity:*** Honest, encourages openness and transparency, builds trust and confidence.
* Displays consistent excellent judgement.
* Clear bases decisions on consensus and facilitates views of all members of the WSWG to be aired and taken into consideration equitably.
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| **QUALIFICATIONS AND EXPERIENCE** **Essential*** Prior management experience (5-6 years) in an emergency, good background and experience in post-conflict/recovery and development.
* Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues;
* Master’s degree in relevant discipline
* Experience of influencing and advocacy work including lobbying, policy development and information provision in humanitarian issues;
* Excellent skills in advocating towards government officials in developing countries
* Experience of and strong skills in developing and implementing humanitarian advocacy strategies
* Good attention to detail
* Extensive knowledge of child rights and international humanitarian law
* Understanding of UN and donor operations at country level
* High level analytical and strategic thinking skills
* Cultural awareness and ability to build relationships quickly with a wide variety of people
* Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
* Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
* Strong communication (written and spoken), and interpersonal skills, with experience in managing multicultural teams

**Desirable** * Proven skills in media work, including interviews on Radio and TV
* Fluency in Arabic and/or Kurdish
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