Senior Policy & Engagement Advisor

Maternity cover

UK
About Development Initiatives

Development Initiatives (DI) unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibility and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people’s skills, expertise and confidence in data.

And we support partners to:

- Better respond to people’s needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Our core values

At DI, our core values serve as the guiding principles that shape culture, behaviour and decisions. Our core values embody the type of organisation that we are. Our quality standards and achievements require unwavering commitment to professionalism and diligence from everyone and you’ll find that our core values run through all that we do,
and we expect everyone at DI to embrace these values in everything they do, including how they behave. Our core values are:

**Purpose-driven**
Everything we do is motivated by our shared desire to contribute to positive change in the world.

**People-centred**
We are supportive, friendly and considerate, with mutual respect for how people think, work, live and identify so that together we thrive.

**Transparent**
Openness and honesty are at the heart of how we work, driving high levels of trust as well as fair and ethical practice.
Senior Policy & Engagement Advisor, Maternity cover

Role content and purpose

The Senior Policy & Engagement Advisor will join DI’s Global Humanitarian Assistance programme, working across DI’s portfolio of projects, with a particular focus on financing to improve policy and practice for people affected by crises.

Our work on crisis response provides clear and impartial evidence on crisis-related financing and programming. We focus on the humanitarian system, and how humanitarian actors, programmes and financing intersect with other areas of international development to meet the immediate and longer-term needs of people experiencing crisis. We examine and engage on issues relating to the humanitarian-development-peacebuilding nexus, wider crisis financing and climate finance. We engage internationally with decision-makers and responders at all levels, from global leaders to local civil society, to ensure that no one is left behind.

The successful candidate will play a central role in producing and promoting our policy work. Working with the Crisis and Humanitarian Co-leads, the postholder will lead on specific policy areas, represent DI externally and contribute to developing and driving DI’s humanitarian engagement strategy by deepening and broadening DI’s engagement with stakeholders. The postholder will gather, analyse and share data to catalyse its use for change. The successful candidate will also play a key role in identifying, developing and delivering projects on emerging crisis financing issues, as well as contributing to flagship publications such as the Global Humanitarian Assistance Report.

The postholder will be part of the Crisis and Humanitarian Team and will work closely with our External Relations and Growth colleagues.

Contractual details

Start date: January 2024
Length: Fixed-term contract until the end of October 2024
Location: UK based (flexible location)
Salary: £37,000–£41,500 per annum pro-rata, depending on experience
Hours: 35hrs per week, however, we are open to requests for part-time/flexible working
Probation: 8 weeks
Leave: 25 days pro rata, plus all bank/public holidays
**Duties and responsibilities**

**Technical duties**
- Build and manage relationships with key external stakeholders in crisis-related financing and response (including public officials at donor agencies, regional bodies, governments, and representatives of multilateral agencies and civil society organisations), identifying opportunities to influence change in policy and behaviour.
- Identify and lead/contribute to the development of policy-relevant research, analysis and outreach on emerging crisis financing issues, including the conceptualisation of projects.
- Generate actionable insights from large and complex datasets by undertaking quantitative and qualitative data collection and analysis.
- Represent DI at high-level forums.
- Develop and deliver presentations to a senior audience.
- Work with and support DI staff and partners working in-country to identify key issues of policy change, develop engagement and influencing strategies, and frame research and analysis.
- Write robust content for DI publications, both independently and collaboratively with other DI staff and/or consultants.
- Work closely with colleagues, across and between teams to develop and deliver effective engagement content – including writing briefings, reports, factsheets and blogs.
- Support the monitoring and evaluation of our impact.
- Undertake consultancy work and/or manage others to deliver consultancy projects as required.

**Strategic scope**
- Develop and work with others to drive forward DI's policy engagement and research on specific thematic areas and cross-cutting issues, with a particular focus on populations in crisis and humanitarian response.
- Lead the development and implementation of DI's engagement strategy on crisis financing with the Crisis and Humanitarian Co-leads.
- Input into organisational strategic documents and application of strategy.

**General responsibilities**
- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Maintain personal professional development and personal development plans.
- Be willing and committed to take on new work as and when required and to be proactive.
No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

**Person specification**

**Experience**

**Essential**

- At least five years’ experience in development, humanitarian or international relations policy development, engagement and research/analysis.
- Experience in designing and delivering mixed methods research projects, including working with quantitative data and conducting qualitative interviews.
- Strong engagement and networking experience, with a wide range of contacts and proven experience of managing relations with/influencing a range of stakeholder groups, including governments, multilateral organisations, regional organisations, civil society organisations, politicians, the media and the private sector.

**Desirable**

- At least two years’ post-qualification experience working in humanitarian contexts.
- Demonstrable experience of conceptualising and delivering high-quality, policy-relevant research and analysis related to humanitarian crises.
- Experience of processing and analysing data on humanitarian financing (e.g. from the OECD DAC Creditor Reporting System, UN OCHA’s Financial Tracking Service or the International Aid Transparency Initiative).
- Experience of working in a project-based environment and delivering consultancy work for international clients.
- Experience of working in development contexts or with governments, regional bodies and international institutions.

**Knowledge**

**Essential**

- Knowledge of the operational structures and priorities of a range of key policy actors in the humanitarian policy space, including multilateral agencies and inter-agency groups, government donors, regional actors, recipient country governments, think tanks and non-governmental organisations.

**Desirable**

- Proven understanding and experience of the humanitarian system and crisis contexts, with an understanding of the evolving crisis financing landscape and relevant actors in this field is a distinct advantage.
Skills and abilities

Essential

• Research and analytical skills demonstrating the ability to work with large and complex datasets and to write clear and accessible outputs.
• Ability to work effectively, both independently and in a team, under pressure and deliver on time with attention to detail and accuracy.
• Excellent communication, engagement and influencing skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing including strong presentation and public speaking.
• Ability to present complex issues clearly to a wide audience.
• Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers.
• Excellent organisational and project management skills.
• Willing to undertake international travel.

Desirable

• Foreign language skills (French and Spanish in particular).
• Data processing and analysis skills in R, python or similar software.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our online application portal. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

This role was first advertised on 25 September 2023.
Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: http://devinit.org/working-with-us/vacancies/.

Working together

*People are our greatest asset.* It's a well-used saying, but at DI it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days’ paid volunteering leave (addressing poverty/helping vulnerable people).
- Enhanced family leave policies
- A free gym within the office building
DI unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is a vital part of achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

© Copyright 2023 Development initiatives. Content produced by Development Initiatives is licensed under a Creative Commons Attribution BY-NC-ND 4.0 International license, unless stated otherwise on an image or page.

Contact
Connie Fitzgerald
Human Resources Officer
Connie.Fitzgerald@devinit.org

To find out more about our work visit:
www.devinit.org
Twitter: @devinitorg
Email: info@devinit.org

Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK.