

Amnesty International UK



JOB TITLE	Advocacy Officer – maternity cover
TEAM	Advocacy and Programmes
DEPARTMENT	Chief Executive's Office
REPORTS TO	Government and Political Relations Manager
RESPONSIBLE FOR	Volunteers
SCALE	Grade 4
HOURS PER WEEK	35 (flexible working considered)

OVERALL PURPOSE OF THE JOB

The Advocacy Officer works with the Government and Political Relations Managers, to ensure that Amnesty International UK (AIUK's) human rights concerns are on the Parliamentary agenda and coordinates Parliamentary activity across the office. Working with the team they will be responsible for maintaining and developing AIUK's relationships with Parliamentarians and civil servants; and identifying entry points for AIUK activists.

MAIN RESPONSIBILITIES:

1. To work with the Advocacy and Programmes Team to deliver the AIUK political strategy and other team objectives and plans.
2. Work with the team to maintain and develop AIUK's relationships with Parliamentarians and decision makers in the UK political system, through Parliamentary outreach work on key countries/themes including parliamentary meetings and briefings.
3. To work with Government and Relations Managers to develop and deliver advocacy strategies on AIUK priority campaigns and the Individuals at Risk Programme, including through meetings and parliamentary events.
4. To facilitate, coordinate and represent AIUK at meetings and events with parliamentarians and key civil servants.
5. Work with the Advocacy and Programmes team to ensure the effective use/response

to parliamentary questions, debates, enquiries, letters and briefings, often at short notice.

6. Maximise the impact of AIUK through identifying opportunities for influence in conjunction with other teams and departments
7. To project manage flagship Parliamentary events undertaken by the AIUK; including the Annual Human Rights Day Reception, Party Conferences, and other parliamentary events.
8. To work with Advocacy and Activism Officer to coordinate the development of the MP outreach projects.
9. Support Government Relations Managers in identifying and establishing alliances across Amnesty International globally, NGOs, think tanks and other organisations in order to deliver the advocacy objectives.
10. To provide advocacy training to AIUK activists and human rights defenders.
11. Work with Government relations managers to facilitate a good section-wide understanding of UK political institutions and processes
12. To deliver all aspects of this job description in accordance with AIUK's Equal Opportunities Policy.
13. To undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.
14. To take responsibility for their own health, safety and welfare, comply with AIUK Health and Safety policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.

March 2019

PERSON SPECIFICATION Job Title: Advocacy Officer	
ESSENTIAL	

	CRITERIA
Experience	Experience of parliamentary and government lobbying
	Experience of Westminster and Whitehall processes
	Experience of working in partnership with varied audiences to achieve objectives
	Experience of achieving change through political systems
	Experience of strategic planning
Skills and Knowledge	Knowledge and understanding of the UK political system including parliamentary mechanisms and tools
	Excellent oral and written communication skills
	Knowledge of advocacy and campaigning techniques, and the theory behind these techniques
	Ability to plan, monitor and evaluate
	Ability to think strategically
	Understanding and ability to use a wide range of communication methods to varying audiences
	Ability to manage own work load day-to-day while handling competing priorities and deadlines.
	Ability to maintain relationships with key internal and external stakeholders.
	Excellent administrative skills
	Political acumen
General	Ability to undertake travel and to work outside of normal business hours on a regular basis.
Equal Opportunities	Understanding of and commitment to Equality and Diversity
Amnesty's aims and objectives	Understanding and commitment for the aims and objectives of Amnesty.
DESIRABLE CRITERIA	
Experience	Experience of project/event management
Skills and Knowledge	Knowledge of human rights theory and practice and key foreign affairs and domestic debates