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| **TITLE:**  Senior Humanitarian Advocacy Adviser – maternity cover |
| **TEAM/PROGRAMME:** Geneva Advocacy Office | **LOCATION:** Geneva, Switzerland |
| **GRADE**: NAT 2 / B Mid-Senior level | **CONTRACT LENGTH:** 6 months from Mid June- Mid December 2024 |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** Geneva is a global humanitarian hub where several key humanitarian coordination bodies (Inter Agency Standing Committee, ICVA, Steering Committee for Humanitarian Response, clusters coordination) and key humanitarian processes (Grand Bargain, Global Refugee Forum…) are located. Many high-level humanitarian events are regularly organised in Geneva. Some of the largest humanitarian organisations have their either their headquarters or a significant presence in Geneva (UNHCR, IFRC, ICRC, IOM, OCHA, UNICEF…). All these organisations and processes have contributed to the creation of an important humanitarian ecosystem in Geneva. With the Human Rights Council and its special procedures and with the Treaty Bodies (including the Committee on the Rights of the Child), Geneva is also a place where the humanitarian agenda and the human rights agenda intersect to ensure accountability for grave violations affecting children in conflict.The Geneva Advocacy Office of Save the Children has four main functions:- Influencing: Save the Children engages with and influence the UN and other international bodies and their decision-makiong processes to advance children’s rights and accountability for these rights. - Networking and relationship building: The Geneva Advocacy Office builds and maintains relations with Permanent Missions of Member States, with UN agencies, with peer organisations and with global networks. - Connecting: the Geneva Advocacy Office connects Save the Children Country Offices, Regional Offices and offices of Save the Children’s members with the UN and its processes..- Expertise and profile: The Geneva Advocacy Office presents and promotes Save the Children’s expertise in global forum and mechanisms to position Save the Children’s as a leading child rights organisation. The Senior Humanitarian Advocacy Adviser will be responsible for influencing the global humanitarian system in Geneva, with an overall aim to promote improved sector-wide response to children’s rights and needs in humanitarian contexts. The main focus of the post holder during the six months maternity cover will be to represent Save the Children and position children’s priorities in Geneva in humanitarian agendas like the sector reform (Anticipatory Action/ Grand Bargain, boundary setting), humanitarian diplomacy, Children in Armed Conflict; as well as forced displacement (refugees and IDPs). He/she will advocate for the rights of children in humanitarian contexts so that specific needs of children are met and their rights are protected before, during and after a crisis. Finally, he/she will also play a key role on the agenda of protecting education from attacks. |
| **SCOPE OF ROLE:** **Reports to: Director and UN Representative, Geneva Advocacy Office** **Staff reporting to this post:** * Senior Advocacy and Policy Adviser, Global Coalition to Protect Education from Attack

**Budget Responsibilities: yes****Role Dimensions**: The post holder will work in close collaboration with advocacy and programmes colleagues across the organisation, based in Save the Children’s Country and Regional Offices as well as in Save the Children’s member offices. The post holder will interact on daily basis with a wide range of Geneva-based organisations and will engage with global processes. The Senior Humanitarian Advocacy Adviser will represent Save the Children in Geneva, influencing the global humanitarian system to promote improved sector-wide response to children’s rights and needs in humanitarian contexts. |
| **KEY AREAS OF ACCOUNTABILITY:****During the 6 month maternity cover the post holder is expected to:****Coordination and Representation*** Develop and cultivate strategic relationships with all key humanitarian stakeholders in Geneva
* Lead or support external advocacy coordination with other key stakeholders, including NGOs and NGOs/CSOs networks
* Develop and maintain a network of external contacts with key individuals in Permanent Missions of Member States, in UN agencies, in the NGO sector, civil society and think-tanks
* Represent SC at various policy forums and advocacy opportunities
* Liaise closely with staff in the Policy, Advocacy and Campaigns units within the Save the Children’s Members, the Country and Regional Offices, and the Save the Children’s headquarters, and other fora to integrate and coordinate key advocacy and policy asks

**External Engagement and Influencing** * Undertake a range of engagement to inform and persuade key humanitarian stakeholders of the value of Save the Chidren’s asks and policy recommendations.
* Ensure that voices of children are integral to the advocacy work of Save the Children in Geneva.
* Contribute to the overall influencing strategy of the Geneva Advocacy Office and ensure synergies between the humanitarian and human rights/children’s rights agenda.

**Policy** * Implement influencing strategies for policy and practice changes in relevant humanitarian processes related to the sector reform and humanitarian diplomacy (Grand Bargain, IASC…) with regards to external agencies such as the UN agencies and other NGO’s
* Coordinate the advocacy and policy engagement in Geneva on the agenda of forced displacement, migration and children on the move.
* Coordinate the advocacy and policy engagement in Geneva on the agenda of protecting children in conflict.
* Contribute to the positioning of the organisation as a leading humanitarian organisation on policy issues related to children in emergencies through active and regular reporting and briefings to the Save the Children’s humanitarian leadership and Humanitarian Advocacy Working Groups.

**Protection of Education from Attack*** Budget management and line-manage one Geneva-based staff of the Global Coalition to Protect Education from Attack
* Promotion of the work on Safe Schools Declaration and protection of education from attack
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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
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Master’s degree in humanitarian or development studies or related field.
* A minimum of seven years demonstrated experience in progressively responsible positions in advocacy and policy work
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| **EXPERIENCE AND SKILLS****Essential*** Significant experience in humanitarian advocacy and policy either within an NGO, UN agency, donor or policy think tank.
* A good understanding of key and current humanitarian processes (Grand Bargain, Nexus, etc…)
* In-depth knowledge of humanitarian principles and standards
* Demonstrable experience of contributing to inter-agency processes/coordinating different agencies in joint processes.
* Experience in leading the creation and implementation of influencing strategies, demonstrating the ability to identify the necessary steps towards an ambitious goal
* A proven ability to network and build relationships with external partners that will add new value
* Excellent writing skills and the ability to translate complex material and data into coherent narratives that resonate with policy makers and peers.
* Professional fluency in English (both written and verbal).
* Highly developed interpersonal and communication skills including influencing and negotiation
* A collaborative and solutions orientated approach, with strong analytical and problem solving skills.
* Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
* Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures
* A commitment to the mission, vision and values of Save the Children

**Desirable*** Prior field level humanitarian experience within a humanitarian organisation, ideally in complex crises
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Michel Anglade** | **Date: 1 March 2024** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |