

Humanitarian Policy Officer

Job Level	3	Job Reference No:	12150
		Role Review Date	
Directorate	International	Function	International Law and Policy
		Reports to	Head of International Law & Policy

Scale and scope of role

Direct Reports	0	Indirect reports	
Budgetary responsibility/ accountability		Accountable for other resources	

Context

We help anyone, anywhere in the UK and around the world, to get the support they need if crisis strikes: connecting human kindness with human crisis. We enable vulnerable people in the UK and abroad prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives. We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do.

As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The Humanitarian Policy Officer will support the work of BRC's International Law and Policy Department helping to ensure greater impact and influence. The role will support the research and policy work on the team's policy priorities and help ensure more effective and impactful outreach and communications. The officer will monitor and communicate on humanitarian trends and themes under the international strategy and carry out dissemination of the team's policy outputs under the guidance of the Senior Humanitarian Advisor. This role will be instrumental in ensuring greater visibility of the team's work, including by assisting with reporting against the team's results framework.

Key Responsibilities

Research and policy support

- Produce high quality written communications, suitable for external publication, including writing policy briefings and producing presentations for senior staff.
- Undertake stakeholder analyses and support the planning and delivery of policy dissemination strategies.
- Monitor thematic trends and developments in humanitarian policy and advocacy and provide relevant updates to key internal and external stakeholders
- Analyse reports and research publications and communicate the summarised information in both verbal and written formats in support of the team's objectives.

Programme and project management

- Maintain the team's influencing planning and engagement tracking tools.
- Support the team in the organisation and delivery of policy events, including roundtables and the drafting of summary reports.
- Support the Humanitarian Policy Advisers with preparatory research, and administrative and logistic tasks in preparation for external meetings, including compiling meeting reports under Chatham House Rule.
- To assist with follow-up to and preparations for international statutory meetings
- To assist the Head of International Law and Policy with monitoring team's work against results frameworks, quarterly and yearly.

Maintain relationships with internal and external partners and stakeholders

- Attend and engage strategically in key events relating to the team's thematic issues and report back accordingly with briefings and summaries.
- Establish and maintain strong working relationships with UK humanitarian sector (INGOs, academic, think tanks, private sector), as well as with the UK Government, IFRC, ICRC and other National Societies in regard to emerging humanitarian policy & advocacy trends.

Team Member:

- Actively participates in all team meetings.
- Supports other team members.

- Work and behaves in accordance with all BRC policies and procedures.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required: No

International Roles only

If you have been living outside of the UK we will request international police checks in lieu of a UK Criminal Record Check.

> International Police Check		No
> International Driving License for manual cars		No

Person Specification

		Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)		
			S	I	A
Knowledge and Skills	Essential	• Understanding of international humanitarian policy and international development contexts • Achieved or working towards a higher level academic qualification (such as a graduate degree or equivalent by experience) • Ability to capture and summarise large amounts of information • Proven research, drafting and editing skills • Ability to critically analyse humanitarian policy and practice • Excellent organisational skills • Interpersonal skills and ability to work well as part of a team • Foundation level understanding of policy processes and of decision-making in the UK and internationally • Desire to work for a department that actively contributes to organisational culture of safeguarding and anti-racism			
	Desirable	• Excellent administration and organisational skills, with high attention to detail			

Experience	Essential	• Demonstrable experience of working in a relevant role or sector • Experience of providing policy advice and support within a project / programme / area of responsibility. • Experience of establishing effective relationships to influence and enable decision making. • Experience of delivering training and/or capacity building • Experience of undertaking policy or advocacy on one or more of BRC's priority issues • Experience of humanitarian advocacy representation and communications with evidence of impact or influence with policy makers			
	Desirable	• Experience of compiling and summarising materials for a variety of audiences. • Experience of working or volunteering on international disaster response or international development, either within programmes or policy			
Behaviours					
Additional requirements	Essential	• Ensures inclusive practice and promotes diversity • Upholds the fundamental principles and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).			
	Desirable				

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.