

Terms of Reference

Advocacy Lead

Place of Duty: Nairobi, with occasional international travels

Supervisor: Chief Executive Officer

The deadline for applications is 26th July 2020.

Applications should be submitted to: HR@faithtoactionnetwork.org

Applications should include a full curriculum vitae (including comprehensive details of key achievements and responsibilities, a list of references and current salary) along with a covering letter addressing the job description, academic and professional qualifications and indicating motivation for the role. Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

1) Job Purpose

Faith to Action Network seeks an Advocacy Lead to provide leadership in its advocacy and communication work, develop and implement its advocacy and communications strategy, and to coordinate and manage several advocacy projects.

Faith to Action Network mobilizes faith organizations' support for family health and wellbeing. This includes sexual and reproductive health and family planning; gender equality and women's rights; pluralism and understanding.

This is a full-time position based in Nairobi and the salary is competitive and commensurate with the seniority of the appointment.

2) Areas of responsibility

The position will be responsible for Faith to Action Network's advocacy and communication work, including developing, implementing, monitoring and reporting on its advocacy and communication strategy. The position will be responsible for the full project cycle management of several new projects primarily implemented in Eastern Africa, Northern Africa, Middle East and South East Asia.

3) Key tasks

Project Cycle Management

- Manage Faith to Action Network's advocacy projects, along all project cycle management phases, including development and implementation of workplans and budgets, regular monitoring and evaluation, technical and financial reporting, while ensuring compliance with donor requirements and regulations;
- Develop and implement a monitoring and evaluation plan including processes and tools adapted to advocacy, communication and capacity strengthening;
- Supervise a small advocacy team;
- Coordinate communication between Faith to Action Network with partners and donors.

Financial management:

- Manage project finances and coordinate with the finance team, including the development, implementation and tracking of advocacy budgets, cashflow plans, and development of reports;
- Develop, supervise and track Faith to Action's advocacy workplan and budget;
- Manage sub-contracts, including selection and contracting of consultants.

Strategic advocacy and communication

- Develop, implement and monitor a global advocacy and communications strategy;
- Conduct political analyses and monitor policy developments to inform the advocacy strategy;
- Develop regular briefs for Faith to Action Network's senior management, steering council and membership on emerging issues, trends and developments world-wide in the area of sexual and reproductive health and rights, pluralism, women and girls' rights.

Advocacy:

- Develop and update policy calendars of national, regional and international policy processes related to Faith to Action Network's strategic areas;
- Initiate and strengthen dialogue with faith organizations to increase their interest for and engagement in Faith to Action Network's strategic areas;
- Initiate and strengthen dialogue with the United Nations, African Union, regional economic communities, national governments and policy makers in order to increase their interest for and engagement in Faith to Action Network's strategic areas;
- Spearhead Faith to Action Network's active participation at relevant meetings and processes; and represent Faith to Action Network during internal and external events, liaise with network members, partners and other stakeholders;
- Lead Faith to Action Network's communication work including social media and traditional media (website, twitter, newsletters, youtube, press releases, press conferences etc);
- Author and develop different types of communication pieces;
- Design and implement policy analysis, utilising evidence, international policy frameworks and also faith teachings;
- Develop advocacy and communication materials and tools;
- Build capacity of staff, Network members and partners in advocacy;
- Strengthen faith organizations' capacity in advocating in support of sexual and reproductive health and rights, pluralism/peaceful coexistence, women and girls' rights through regular coaching, coordination of advocacy actions and workshops.

Partnership building & resource mobilisation:

- Liaise with various potential donors and other stakeholders to inform them on Faith to Action Network interventions, establish visibility and identify funding and partnership opportunities.
- Identify and propose potential partners, monitor, analyse and report on donor policies and potential areas of funding

General:

- Contribute to strategic review, planning, and development of the organisation as a whole;
- Build and maintain positive relationships with all staff members, project partners, Faith to Action network members and contacts outside the network;
- At different times, support senior management with any other tasks assigned.

4) Person Specification

	Essential	Desirable
Education & qualification	<ul style="list-style-type: none"> Master's level degree in a relevant subject area (e.g. politics, theology, social sciences, law, business management or a related field) 	
Professional experience	<ul style="list-style-type: none"> At least six years of relevant management, supervisory, and technical experience working with advocacy and communication programmes related to sexual and reproductive health, women's rights and gender equality, pluralism/peaceful coexistence; Experience in working in multiple Eastern Africa and Southern Africa is required 	<ul style="list-style-type: none"> Understanding of and experience with faith organizations, accompanying them and building their advocacy capacity
Skills	<ul style="list-style-type: none"> Fluency in English 	<ul style="list-style-type: none"> Fluency in Arabic is an asset Fluency in French is an asset
	<ul style="list-style-type: none"> Strong project cycle management experience including monitoring and evaluation, budgeting, financial and technical reporting; Strong experience in grants and compliance management; 	<ul style="list-style-type: none"> Experience of working with donors, in complying with all aspects of project management requirements;
	<ul style="list-style-type: none"> Very good experience in monitoring and evaluating advocacy and communication outcomes; Analytical with strong experience in policy analysis; 	<ul style="list-style-type: none"> Expertise in evidence-based advocacy, deriving advocacy asks from research insights and knowledge;
	<ul style="list-style-type: none"> Sound knowledge and exposure to a wide range of sexual and reproductive health, women's rights and gender equality, as well as peaceful coexistence / pluralism issues 	
	<ul style="list-style-type: none"> Experience in interfaith advocacy on sexual and reproductive health, women's rights and gender equality, as well as peaceful coexistence / pluralism issues 	<ul style="list-style-type: none"> Expertise in developing theological briefs in support of sexual and reproductive health, gender and women's rights issues.
	<ul style="list-style-type: none"> Working knowledge of national, regional and continental government structures and multi-lateral institutions in Africa and Asia. 	
	<ul style="list-style-type: none"> Experience in developing political briefs and advocacy tools, as well as diverse communication materials 	

	<ul style="list-style-type: none"> • Experience in rolling out communication strategies, using both social media and traditional media. 	
	<ul style="list-style-type: none"> • Experience in developing the advocacy capacity of local organizations. 	
	<ul style="list-style-type: none"> • Extremely persuasive oral and written communication skills; • Effective report writing and presentation skills for a variety of audiences; • Tactful and diplomatic with strong influencing and negotiating skills; • Excellent knowledge of Microsoft Office including word-processing, spreadsheet, database, and email software skills. 	
Personal competencies	<ul style="list-style-type: none"> • Ability to function with strategic rather than day-to-day supervision • Ability to take initiative and responsibility for your work; • An openness to new experiences, an enquiring approach to what you know already and an eagerness to learn more; • Organisational skills – of yourself and of others • Flexibility to work both in a team and independently; • Excellent interpersonal skills to maintain and develop positive relationships; • Cultural sensitivity, patience and flexibility; • Capacity for honest reflective self-appraisal; • Optimism, cheerfulness and an interest in other people. 	
Other	<ul style="list-style-type: none"> • Candidates must have the right to work in Kenya • Readiness to work irregular hours on occasions, without a permanent office • Ability and willingness to travel nationally and internationally as required, up to 50%. 	

Faith to Action Network is committed to equal opportunities and cultural and religious diversity. Candidates from all sections of the community are welcome to apply. Candidates must have the right to work in Kenya. This requirement will apply to all applicants irrespective of their nationality.