ROLE PROFILE

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| Title | Roving Policy and Advocacy Specialist – Ukraine Response | | |
| Functional Area | Humanitarian | | |
| Reports to | Technical Team Manager | | |
| Location | Remotely to start with. May be required to work in one of the response countries at a later stage. | Travel required | Up to 60% time sometimes at short notice |
| Effective Date | April 2022 | Grade |  |

Our Organisation

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it’s girls who are most affected.

Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries.

role PURPOSE

The conflict in Ukraine is resulting in a major humanitarian crisis with over 3 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organisations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

This position will play a key role in the support to country level activities and will provide technical support and guidance to Plan International teams and partners in Poland, Romania, and Moldova. After an initial phase of the emergency rapid onset, the Policy & Advocacy Specialist will lead the secondary-phase development and implementation of policy and advocacy positions related to the conflict in Ukraine. The staff member will lead coordination on policy and advocacy work across the organization related to a particular crisis. In addition, they will identify and ensure strong representation with external fora. The position will initially be remote but may well be based in one of the 3 countries in the future.

The Ukraine Hub is a service-oriented structure to support initiation of activities, and to help find solutions to problems as and when arise. Creative thinking and identifying work arounds to problems faced will be a critical element of the role.

Dimensions of the Role

The policy and advocacy specialist will be expected to lead all the influencing, policy and advocacy initiatives related to the conflict in Ukraine. They will need to research existing evidence, frameworks and understand the geopolitical consequences of this crisis. They will also need to understand crisis both within Ukraine and in the neighbouring countries to frame our positioning how we can bring these agendas together and develop clear advocacy objectives and positions, map the most relevant stakeholders and monitor the progress of the advocacy actions.

This work will scale up the humanitarian profile of Plan International by positioning the gender, age and diversity perspective in the humanitarian architecture. They will identify advocacy approaches to solve key barriers and challenges; identify potential partners/allies, as well as influencing targets for advocacy; and identify entry points and opportunities to engage in this space through our advocacy, in particular over the next six months.

Accountabilities

* Review and finalise the already existing advocacy plan, with special emphasis at the policy and influencing needs identified in the second phase of the response and by the local organisations.
* Implement and monitor the plan with a national, regional and global scope, including coordinating with national offices.
* Develop political analysis relevant in the conflict and the region.
* Analise the applicable and relevant international, regional and national legal framework and policies.
* Update, adapt and do new advocacy and policy products targeting different decision makers, highlighting main barriers to be addressed, key stakeholders, entry points and opportunities, key messages and asks.
* Advocacy support to the emergency response teams and development of necessary products for their external representation and engagement with decision makers or relevant stakeholders. Support the CO on the private influencing and advocacy
* Liaise with the communication teams to ensure appropriate public advocacy following the humanitarian principles.
* Engagement with local advocacy organisations, particularly youth and women-led organizations. Support them in capacity building if necessary.
* Engagement with humanitarian organisations, clusters, national and international NGOs, UN agencies, Embassies, donors, decision-makers.
* Support operational research and subsequent writing of influencing papers, including policy briefs, op eds, and internal briefing notes and talking points.
* Coordinate across Plan International (NOs/LOs/GH)
* Participate in global fora about Ukraine

**General**

1. Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

Internal

* Programme technical leads.
* Ukraine Hub
* National Organisations
* Global Hub departments (including humanitarian, finance, legal, funding)

External

* Humanitarian ecosystem, including in-country and global clusters, UN agencies, international and national NGOs
* Civil Society Organisations and networks focused on the Ukraine response
* Institutional Donors
* Embassies and Delegations
* Youth groups

Technical expertise, skills and knowledge

The Specialist must demonstrate sound knowledge of the issues, be an experienced policy advocate, and have strong analytical and writing skills.

**Key competencies:**

* Demonstrated experience in policy and advocacy, including carrying out policy research
* Proven leadership in developing advocacy strategies and approaches
* Previous experience working in area/country affected by active conflicts is mandatory
* Previous experience in the humanitarian system, including inter-agency is mandatory
* Deep understanding of IHL/IHRL is mandatory
* Proven record of advocacy successes
* Experience at least at the regional level or in multi-country crises
* Ability to analyze information and data and clearly present results and ideas
* Competency to provide strategic direction and clear recommendations to deliver on advocacy aims
* Exceptional understanding of the role of humanitarian actors in influencing change with both national and global stakeholders
* Education/Professional Skills: Masters’ degree or equivalent experience in your area of expertise in IHL, policy, humanitarian action, human rights or others

**Skills**

* Excellent networking and coordination skills.
* Strong writing skills
* Excellent communication skills
* Ability to think strategically in the short, medium, and long-term
* Skills in coordinating and facilitating advocacy implementation efforts by a large group of actors
* May be required, to work during late hours, weekends and holidays in order to ensure timely delivery of programmes.
* Good knowledge of the CHS.

**Desirable**

* Proficiency in Ukrainian, Polish, Romanian, or Moldovan languages.

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based remotely, working in a virtual hub. Required to travel to operational locations on a regular basis, sometimes at short notice.

Level of contact with children

High level: Frequent interaction with children and youth

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