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| **Senior Manager – Humanitarian Advocacy** |
| **REPORTS TO:** ACCM Director  | **LOCATION:** Cox’s Bazar, with regular travel to Dhaka  |
| **GRADE**: 2 | **CONTRACT:** Regular |
| **Child Safeguarding:** Level 3:  the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Senior Humanitarian Advocacy Manager in his/her capacity is responsible for providing leadership to ensure excellence in our public and private facing Rohingya Crisis advocacy, while also providing support to Rohingya focused Media and Communications colleagues based in Cox’s Bazar.The Senior Humanitarian Advocacy Manager will support the Cox’s Bazar Area Team to develop and implement the Bangladesh Rohingya Response advocacy work-stream, manage all advocacy initiatives and liaise with other stakeholders on behalf of Save the Children. The function will be a focal person for all advocacy enquiries related to the Rohingya crisis from Save the Children International and individual Save the Children members. The function will involve advocacy on the immediate crisis and response, and related longer-term issues. The role holder will also be responsible for strategically positioning Save the Children in both Cox’s Bazar and Dhaka as a leading voice for Rohingya children. This includes ensuring Save the Children is actively engaged and represented in high level fora such as the Heads of Sub Office Group and the Cox’s Bazar Advocacy Work Group etc.Working closely with the Cox’s Bazar Area Team (particularly with Programmes), the post holder will ensure that key advocacy messages and strategies are informed by the response and shaped in close consultation with the Bangladesh Country Director, Cox’s Bazar Area Director and the ACCM Director The function will ensure that key advocacy messages are adhered to, and will seek clarification on any politically sensitive matters which may have impact upon programme operations. The Senior Humanitarian Advocacy Manager is also responsible for assessing and managing risk to the country office, in consultation with the Senior Management Team, especially when considering any public advocacy or communications initiatives. It is the responsibility of the individual appointed to this post to ensure that all members of the SMT are up to date with current messaging, advocacy priorities and challenges that relate to the Rohingya crisis.  |
| **SCOPE OF ROLE:** * **Reports to:** Director of Advocacy, Campaign, Communication and Media (ACCM)
* **Dimensions:** Bangladesh Rohingya Response
* **Staff directly reporting to this post:** N/A
* **Representation of SCI** in public forums and private high-level meetings both in country and in global advocacy capitals such as New York, Geneva, Brussels and D.C.
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| **KEY AREAS OF ACCOUNTABILITY:****Advocacy**Strategy* Lead on the development and implementation of the Rohingya Response Advocacy Strategy which includes both national and international advocacy, and short- and longer-term objectives, using tools, guidance and engagement from the Humanitarian Advocacy Working Group (HAWG) and other useful resources.
* Ensure the Bangladesh Rohingya Response Strategy has clear advocacy objectives and strategies, and indicators for assessing the impact of SC advocacy work.

Situation and advocacy analysis* Working closely with programmes, provide analysis of how children have been affected by the crisis, the national policy responses and policy frameworks, as well as other factors such as coordination, funding for the response, security and current and future challenges that have an impact on children and their access to humanitarian assistances.
* Work closely with Thematic Teams within the Bangladesh Country Office to ensure policy and advocacy work is built on their knowledge of the Bangladeshi context
* With support from the Country and Regional Offices, define key advocacy opportunities and targets at national, regional and international levels, as relevant, and if needed mobilise international advocacy support for these.

Producing advocacy products* Draft and otherwise support the production of advocacy products as outlined in the advocacy strategy for use at the country, regional and international levels.
* Ensure that all advocacy messages, documents and strategies are evidence-based, drawn from field experience and assessments, of high quality and effective, and are approved by the Country Director as necessary. When necessary, ensure advocacy products are signed-off according to the SCI sign-off procedures.
* Coordinate advocacy work with the Myanmar Country Office, working closely with the Myanmar Advocacy lead to ensure advocacy work is aligned between the country offices and joint opportunities are identified
* Liaise with members, particularly via the Humanitarian Advocacy Working Group (HAWG), on what information, analysis and products are required to support international and capital-level advocacy on the response.

Representation and coordination* Support the ACCM Director and Country Director in high-level advocacy work towards the Government of Bangladesh, key UN agencies, donors and other NGOs, as well as media, if necessary.
* Represent Save the Children at appropriate Cox’s Bazar and country-level working groups.
* Ensure coordination of advocacy messages and activities between the Rohingya Response and the Country Office, Regional Office, SCI and members.
* Ensure that Bangladesh Rohingya Response situation reports contain information on advocacy activities and successes.
* Disseminate private or unattributed advocacy documents to key stakeholders in Cox’s Bazar and Dhaka to advance Rohingya children’s rights.
* Develop strong working relationships with key donors, NGO and UN counterparts in Cox’s Bazar and Dhaka. Establish strong lines of communication with non-operational rights actors focused on the Rohingya crisis to coordinate advocacy and share information at national, regional and international levels.

 **Media and Communications*** In close collaboration with the Media and Communications Manager, ensure that Media and Communication products reflect advocacy priorities and consider the political sensitivities in Bangladesh, and follow our global guidelines to avoid further harm to refugees.
* Together with the Head of Communications and ACCM Director, coordinate signs-offs on Media and external Communication products.
* Work to develop strong relationships with journalists from key outlets to position Save the Children as a trusted source for information for both public media interviews and statements and for off the record background interviews.

**Staff Mentorship, and Development*** Carry out advocacy capacity-building with Cox’s Bazar Area and Country Office staff, as needed.
* Provide one on one mentorship to Cox’s Bazar communications and media team colleagues to support their engagement in high level public and private advocacy.

**Education Sector*** Work closely with the SC Education Sector Co-Chair to support and coordinate education related advocacy at the national and international levels.
* Work closely with the SC Education Sector Co-Chair to lead on coordination between the Bangladesh/Myanmar Cross Border Education Working Group established and led by Save the Children

**General*** Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
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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 others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**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
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| **COMPETENCIES FOR THIS ROLE:**1. **PROBLEM SOLVING AND DECISION MAKING**

Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation. **Level required: Accomplished**1. **WORKING EFFECTIVELY WITH OTHERS**

Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives. Knows when to lead and when to follow and how to ensure effective cross-boundary working. **Level required: Accomplished**1. **COMMUNICATING WITH IMPACT**

Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust with others. **Level required: Accomplished**1. **DELIVERING RESULTS**

Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/ organisation **Level required: Accomplished** |
| **QUALIFICATIONS**Academic: Master’s Degree, preferably in Social Sciences/Communications/English from reputed University |
| **EXPERIENCE AND SKILLS****ESSENTIAL****Work experience:** * Prior experience working in refugee response context
* Significant prior experience (at least 7 years) working in advocacy on humanitarian, protection and refugee issues, child rights (including to education), in emergency response contexts, as well as on human rights and development issues
* Experience of influencing and advocacy work including lobbying, policy development and information provision in humanitarian issues at national, regional and/or international level
* Experience of and strong skills in developing and implementing humanitarian advocacy strategies
* Understanding of UN and donor operations at country level and humanitarian response-planning cycles
* Experience working and developing relationships with the media, including doing live broadcast interviews on both TV and Radio.

**Skills:*** Excellent skills in advocating towards government officials, humanitarian actors, donors and UN agencies in developing countries and emergency context
* Excellent attention to detail
* Extensive knowledge of child rights and international humanitarian law
* High-level analytical and strategic thinking skills and strong research skills
* Cultural awareness and ability to build relationships quickly with a wide variety of people
* Patience, adaptability, flexibility, and ability to improvise and remain responsive and to communicate clearly and effectively under pressure
* Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
* Willingness to work long-hours in a challenging and complex environment.
* Excellent communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams
* Strong leadership skills with an ability to seek people’s views while also taking responsibility to determine the most appropriate course of action and to act decisively
* Experience in working with other NGOs and coordinating inter-agency advocacy activities, strategies and products
* Broad understanding of Media and Communication products required in emergency settings.
* Ability to write in-depth policy or communications products (private briefs, op-eds, press releases etc…) of high quality at short notice.

**DESIRABLE** * Prior experience working on Rohingya related issues, and/or
* Prior experience working in the region
* Prior experience, with proven impact, working in humanitarian advocacy in a large INGO
* Prior experience assessing and managing risk for a large country programme in a politically sensitive context.
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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:**  | **Date:**  |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |