

Job Vacancy

Policy and Advocacy Manager

Salary: £30-35k depending on experience + 6% pension contribution

Location: Flexible location, with a minimum of 3 days per week in Meningitis Research Foundation's Bristol Office

Contract type: Fixed term for 18 months with possibility of extension

Meningitis Research Foundation: We are a leading UK, Irish and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia (also known as sepsis). It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world, and are set to play a role in developing a new global roadmap to defeat meningitis alongside major international public health organisations.

The candidate: You will develop and implement Meningitis Research Foundation's (MRF's) policy and advocacy plans at UK, Ireland and global levels. You will be a strategic thinker who will draw on outstanding experience building stakeholder relationships to monitor policy developments and implement activities that ensure MRF generates the impact needed to defeat meningitis by 2030. You will employ a collaborative style of working and be driven to make your mark.

The application process: The closing date for completed applications is 11th February 2019. Interviews will be held shortly after (14th and 15th February to be confirmed). If you have any questions or would like to discuss the role further please contact Rob Dawson at robd@meningitis.org.

Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible after receiving their offer of employment.

The job pack includes:

- Background information
- Job description
- Person specification
- Overview of terms & conditions
- Application and equal opportunities monitoring form

Please return application and equal opportunities forms via e-mail to laurah@meningitis.org or post to Laura Hardidge at Meningitis Research Foundation, Newminster House, Baldwin Street, Bristol, BS1 1LT. Please be advised that CVs alone will not be considered.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure “no other family has to go through what we have”.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and impairment from meningitis and septicaemia wherever it exists. To achieve this, our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

In 2018 we have produced a new strategy to guide our International Programmes to defeat meningitis as we seek to expand the scope of our work in order to achieve our vision of a world free from meningitis and septicaemia.

We have enabled the initiation of new global roadmap to defeat meningitis by 2030 following a high-level meeting hosted by Wilton Park and organised by MRF in collaboration with the World Health Organisation (WHO). The meeting united experts, patient groups and representatives from countries most affected behind a call for global action. MRF was asked to be part of an expert Task Force by the WHO to take this process forward.

We have also acquired funding to help boost advocacy capacity internationally by helping to strengthening the skills of other patient groups.

More information on MRF can be found in our [2017-2020 organisational strategy](#) and on our [website](#).

Job Description

Context

A new global roadmap to defeat meningitis by 2030 is being developed following a high-level meeting hosted by Wilton Park and organised by MRF in collaboration with the World Health Organisation (WHO). The meeting united experts, patient groups and representatives from countries most affected behind a call for global action. MRF was asked to be part of an expert taskforce by the WHO to take this process forward. This role and the roadmap process offer MRF significant new policy, advocacy and programming opportunities in the UK, Ireland and internationally. In addition, our work in the UK and Ireland continues in earnest and several policy barriers exist that prevent maximum available protection from meningitis and the best diagnosis, treatment and support.

Purpose

To drive forward relevant areas of MRF's national and international policy and advocacy objectives

Responsibilities

- Support the Director of Advocacy, Communications & Support to develop a new advocacy strategy and agenda aligned with the new global roadmap process.
- Implement MRF's global and national policy and advocacy activities.
- Develop and maintain an overview of global health policy and advocacy relating to meningitis and septicaemia and monitor trends in the external environment, identifying opportunities for our own advocacy and providing input to joint initiatives.
- To build relationships through existing and new networks, including the Association of Medical Research Charities, Action for Global Health, Bond Sustainable Development Goals Group, the UK Meningococcal Working Group and the global roadmap Task Force.
- Organise and manage high-level meetings with key international and national stakeholders.
- Work with the Research, Evidence and Policy Team to develop analysis, policy research policy positions, white papers, speaking notes, and briefings.
- Represent MRF externally e.g. at events, conferences and through civil society networks and raise the profile of the organisation.
- Support other key aspects of our policy and advocacy work as requested.
- Make periodic overseas trips to fulfil the responsibilities outlined above.
- Carry out responsibilities in a way that reflects MRF's values and commitment to safeguarding, in accordance with the organisation's Safeguarding Policy, Procedures and Code of Conduct.
- Carry out other activities to support international and national policy work as required.
- To deputise for the Director of Communications, Advocacy and Support when required.

Person Specification

		Essential or Desirable
Training, Experience and Qualifications	Substantial experience of health policy and advocacy work and programming, including the development and delivery of advocacy strategies	E
	Experience of undertaking policy research, having written reports and briefs and evaluated evidence of their impact	E
	Experience of working in the international development/humanitarian sector, including in low income countries	D
	Direct experience in the health sector or health programming	D
	Budget development and management experience	D
Knowledge and Skills	Strategic thinking, planning and advocacy skills	E
	Strong conceptual understanding of the right to health and drivers of ill-health	E
	Excellent understanding of national health or international development issues	E
	Strong understanding of the UK, Irish, global and national external policy and advocacy environments and ability to assess trends and developments likely to affect advocacy	E
	Solid research and analytical skills, able to identify problems, and develop and recommend appropriate, innovative and pragmatic solutions	E
	Excellent written and verbal communication skills, with the ability to communicate information in a clear and engaging style	E
	Ability to quickly build strong internal and external relationships with a wide range of actors	E
	Excellent project management skills, able to oversee multiple projects at the same time and work to tight deadlines	E
	Ability to translate complex arguments into accessible language for varied target audiences	E
	Strong coaching/capacity building skills and demonstrable experience of these, including work with partners	D
	Knowledge of the advocacy funding environment and opportunities	D
	Understanding of the ways of working of, and challenges facing, patient groups	D
	French language skills (written and verbal)	D

Personal Attributes	Collaborative style of working	E
	Energetic and proactive approach, able to work with little supervision	E
	Creative thinker, able to develop new ideas and approaches	E
	Conscientious, with a desire to produce quality work	E
	Commitment to the vision of Meningitis Research Foundation	E
	Able to work occasional unsocial hours and travel overseas	E

Terms and Conditions - Essentials

Location

Flexible location, but you will be expected to work at least 3 days a week at the charity's headquarters in Bristol each week. The office is located in Newminster House, Baldwin Street, Bristol, BS1 1LT. There will be occasional work elsewhere including locations in the UK, Ireland and internationally.

Salary

£30,000 - £35,000 + 6% employers pension contribution. Paid in arrears on or around 25th of each month.

Contract

Fixed term contract for 18 months with the possibility of extension.

Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

Annual Leave

24.5 days + statutory & public holidays. The Charity's holiday year runs from 1 April to 31 March.