# Job Vacancy

## Advocacy and Communications Officer

Salary: £30K+ 6% pension contribution  
Location: Homebased, flexible location. There will be occasional work elsewhere including locations in the UK, and internationally. Occasional visits to our office in Bristol.  
**Contract type**: 1 year fixed term, with possibility of extension.

**Benefits**

* 6% employer pension contribution
* 25 days annual leave pro rata plus statutory bank holidays
* Employee assistance programme in place with free access to confidential, professional legal and health advice
* Cycle to work scheme

**Meningitis Research Foundation:** We are a leading UK 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. We are set to play a key role in delivering a new global roadmap to defeat meningitis, alongside major international health organisations, including the World Health Organization.

The candidate: We are seeking a new Advocacy and Communications Officer. You will assist with the development and implementation of Meningitis Research Foundation’s (MRF’s) policy and advocacy plans to deliver the ‘Advocacy and Engagement’ goals in the new meningitis roadmap. This includes assisting on projects to share knowledge and expertise with other patient groups around the world, helping develop frameworks for community engagement with national planning and delivering awareness, engagement and policy change campaigns. You will have experience in delivering advocacy programmes, ideally in health or international development. You will support the Advocacy and Engagement Manager and Communications Manager and work closely with organisations such as the Centres for Disease Control and Prevention, the London School of Hygiene and Tropical Medicine, Médicins Sans Frontières, PATH and UNICEF.

**The application process:** The closing date for completed applications is 30th August 2021. However, interviews are being arranged on zoom as applications come in, so we advise you to apply early. If you have any questions or would like to discuss the role further please contact Rob Dawson at [robd@meningitis.org](mailto:robd@meningitis.org)

Please return application forms via e-mail to Becky Miller [beckym@meningitis.org](mailto:beckym@meningitis.org)

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.

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

# 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. Meningitis strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects it has on 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 the right 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, fundraise, inform and educate.

We are now working to deliver a new global roadmap to defeat meningitis by 2030, which is being led by the World Health Organisation (WHO). MRF is part of a taskforce of experts driving the roadmap forwards, working alongside the Centres for Disease Control and Prevention, the London School of Hygiene and Tropical Medicine, Médicins Sans Frontières, PATH and Unicef.

We are also working to help boost advocacy capacity internationally by sharing knowledge with and between other patient groups.

More information on MRF can be found on our [website](https://www.meningitis.org/).

## Context

A new global roadmap to defeat meningitis by 2030 has been developed following a high-level meeting hosted by Wilton Park and organised by Meningitis Research Foundation (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 is part of an expert taskforce, led by the WHO to take this process forward. This role and the roadmap process offer MRF significant new policy, advocacy and programming opportunities. The roadmap is made of 5 pillars of action. One pillar sets out goals for improved advocacy an engagement at an international, regional and national level. MRF is working with UNICEF to lead this programme of work and this role will be instrumental in delivery, supporting the Advocacy and Engagement Manager and Communications Manager. As an organisation with global reach, this role will be communicating with people all around the world via our owned channels, earned and paid reach, through a network of meningitis patent groups (the Confederation of Meningitis Organisations) and through other networks, such as the GAVI CSOs.

## Purpose

To help deliver advocacy and communications plans towards defeating meningitis by 2030. Specifically, to assist in the delivery of programmes of work designed to share knowledge with other patient groups around the world, assist with the development of frameworks for advocacy and communications, and deliver policy change and awareness campaign plans.

## Responsibilities

**General**

* Support the Advocacy and Engagement Manager to deliver advocacy plans that meet goals set to help defeat meningitis
* Implement Meningitis Research Foundation’s global and national policy and advocacy activities
* To build relationships through existing and new networks
* Represent Meningitis Research Foundation externally e.g. at events, conferences and through civil society networks and raise the profile of the organisation
* Carry out responsibilities in a way that reflects Meningitis Research Foundation'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
* Analyse and report on activity and impact

**Patient voice**

* Assist with the development of training for patient groups on the content of the WHO meningitis roadmap to aid in-country advocacy
* Assist with the development of storytelling tools to ensure groups can capture and effectively communicate local patient stories

**Advocacy frameworks and plans**

* Help to organise high-level meetings with key international and national stakeholders
* Produce advocacy toolkits and tools which can be rolled out to regions
* Support the successful delivery of international campaigns, such as World Meningitis Day and International Day of People with Disability

**Communications**

* Support the communications manager to deliver messages on our channels, including social media, newsletters, website and the press

# Person Specification

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|  | | Essential or Desirable |
| Training, Experience and Qualifications | Experience of health policy and advocacy work | E |
| Experience of working in the international development or global health sector, including in low income countries | E |
| Experience of undertaking policy research, having written reports and briefs and evaluated evidence of their impact | E |
| Experience working in partnerships | E |
| Experience using communications tools such as social media and newsletters | E |
| Experience working with patient groups | D |
| Direct experience delivering initiatives to improve health | 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 |
| Knowledge of processes involved in creating advocacy plans | 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 |
| Knowledge of the advocacy funding environment and opportunities | D |
| Understanding of the ways of working of, and challenges facing, patient groups | D |
| Second language | 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 | E |

## Values

This role must uphold and role model the values of the organisation.

* **[Evidence led](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse0)**: We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.
* **[Operating with integrity](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse1)**: To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family, or working with health organisations around the world.
* **[Determination](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse2)**: We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK/ROI and in communities around the world.
* **[Passionate advocate](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse3)**: We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK, ROI and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.
* **[Collaboration:](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse4)** We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we’ve gained through more than 30 years of work in the UK and ROI to support and enable those impacted by or battling to defeat the disease.
* C**[ompassion:](https://www.meningitis.org/about-us" \l "MRF_AccordionLayout2collapse5)** We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it’s providing direct support, finding the right information, or campaigning for the change that will make a real difference.

# Terms and Conditions

## Location

Home based. Flexible location with occasional requirements to visit Meningitis Research Foundation’s Bristol office.

## Salary

£30K including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

## Contract

## 1 year, with 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

25 days pro rata + statutory and public holidays. The Charity’s holiday year runs from 1st April to 31st March.