



WE EXIST TO MAKE
MALARIA NO MORE

ABOUT THE APPG ON MALARIA & NTDs



Established in 2005, the APPG on Malaria & Neglected Tropical Diseases (APPMG) has an established history of actively engaging UK parliamentarians on the issues of malaria and neglected tropical diseases (NTDs). The APPMG facilitates and implements an active calendar of parliamentary and public events, policy briefings to support parliamentary debates and specialist meetings to inform and mobilise UK parliamentarians in support of priorities and policies that will accelerate progress against malaria and NTDs.

The priorities of the APPMG are guided by the Chair and Officers of the group, all sitting MPs and Peers in Westminster, and implemented with support from a part-time Coordinator to provide parliamentary and policy advice and administrative functions. The APPMG benefits from an active base of expert stakeholders from across academia, research, multilateral organisations, industry and the private sector as well as civil society. This is a significant resource to the APPMG in understanding and working to highlight key opportunities to engage parliamentarians on a wide range of topics from access to medicines, R&D for new tools, aid architecture, funding gaps, to evidence-based policy to inform control and elimination programmes.

The APPMG is looking for an enthusiastic self-starter to fill the role of Coordinator. The candidate will support the secretariat function of the APPMG across the issues of malaria and NTDs, actively engaging with UK parliamentarians, expert stakeholders and networks including the UK Malaria Advocates and the UK Coalition against Neglected Tropical Diseases.

Coordinator of the APPG on Malaria and Neglected Tropical Diseases



LOCATION: LONDON – VAUXHALL & WESTMINSTER

CONTRACT: FIXED TERM 12 MONTHS WITH SCOPE TO EXTEND

HOURS: P/T 21 HOURS OVER 3 DAYS MONDAYS – FRIDAYS

SALARY: £35000 - £40000 PER ANNUM PRO RATA

REPORTS TO: UK ADVOCACY MANAGER

ROLE SUMMARY

The APPMG Coordinator will act on behalf of the best interests of the Chair, Officers, and parliamentary members. The agenda of the APPMG will be driven by the Chair and Officers with input from and consultation with the external malaria and NTDs stakeholders as and when needed. The Coordinator will maintain regular contact with all external partner organisations to ensure broad and unbiased representation of the malaria and NTDs communities. The Coordinator will be required to work alongside the APPMG Chair and Officers to raise the political profile of malaria and NTDs with UK policy and decision makers and grow parliamentary support for the fight against malaria and NTDs.

REPORTING

The Coordinator will be employed and line managed by, and administratively accountable to Malaria No More UK. The Coordinator is functionally responsible to the APPMG Chair and Officers to execute the approved strategy and workplan.

KEY RESPONSIBILITIES

Stakeholder engagement:

- Liaise with expert stakeholders to understand the key threats to progress on malaria and NTDs and the implementation of UK government policy in support of these issues.
- Collaborate and partner with expert stakeholders to strengthen parliamentary discussions with recommended content and guest speakers.

Parliamentary and policy advice:

- Identify potential APPMG priorities and share policy advice to inform the APPMG Chair and Officers on annual themes to be addressed in APPMG activities, including a country focus on Nigeria.
- Liaise with parliamentarians personally and develop and maintain a broad network of external contacts.
- Lead the organisation of parliamentary events and meetings focusing on key issues relating to malaria and NTDs and bringing together experts and parliamentarians, including logistics, agendas, and briefing materials.
- Support parliamentarians through the drafting of written correspondence; briefing papers ahead of parliamentary debates; circulating regular updates to parliamentary members and the wider malaria and NTDs communities on APPMG activities.
- Prepare speaking points upon request to support APPMG parliamentary members and visiting dignitaries to APPMG events.
- Lead/support the preparation of an annual report on the activities of the APPMG, and other specialist reports based on discussion with APPMG Chair and expert stakeholders.
- Lead the organisation of field visits for parliamentarians to see international programmes tackling malaria and NTDs first-hand.

Administrative, strategy and planning:

- Development of a Chair and Officers approved annual workplan and oversight of the APPMG's budget.
- Monitor and regularly report to the APPMG Chair and Officers on progress against the strategy and workplan.
- Financial reporting and basic accounting.
- Ensure strategic and operational plans fall within available budget and escalate to the APPMG Chair and Officers when there are concerns about the financial viability of being able to execute the workplan.
- Effective communication and lead renewal/revisions of MoUs with financial donors where required.
- Liaise with financial donors to cultivate continued support to the APPMG.
- Identify opportunities to grow and strengthen the APPMG.
- Ensure compliance with all APPG protocols and reporting requirements with the APPG Register.

Communications:

- Prepare press releases when relevant, update the website when needed and manage the APPMG's social media accounts.
- Effectively communicate between the Chair, Officers, members, and external stakeholders.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge and understanding of the UK parliamentary system • Experience of parliamentary affairs • An understanding of global dialogue on the Sustainable Development Goals • Excellent writing and critical analysis skills • Experience of organising events and meetings • Skilled at managing competing priorities and meeting tight deadlines • Excellent communication skills to build collaborative relationships and supportive engagement with stakeholders • High attention to detail and quality • A strong commitment to partnership and a collaborative approach • Ability to undertake domestic and international travel agreed upon with the APPMG Chair and Officers 	<ul style="list-style-type: none"> • Experience in malaria and/or neglected tropical disease programmes/policy engagement/communications • Experience in international public health/development programs • Experience of communicating science to a non-scientific audience • Knowledge of website editing • Knowledge of print production and use of online/social media • Knowledge of malaria affected countries. • Lived experience of malaria and/or NTDs

MNMUK recognises the value of a team in which people from diverse backgrounds are able to introduce fresh ideas and contribute to delivering our mission to make Malaria No More. Candidates from historically marginalised or underrepresented backgrounds are encouraged to apply.

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO). See Members' Staff Verification Office (MSVO) page for further info.

- Staff benefits include:
- 10% employer pension contributions
- 28 days' annual leave plus 8 bank holiday days
- Interest-free staff season ticket loan
- Cycle to Work Scheme
- Continuing personal development opportunities
- Generous family leave allowances



If this sounds like a role you are driven to take on, we would like to hear from you.

To apply, please send your CV and a covering statement detailing how you fit the role and why you want to work for us to:
recruitment@malarianomore.org.uk

CLOSING DATE: 5pm 8TH NOVEMBER 2021

If you would like to discuss anything about the role before applying please call the Senior Operations Manager, Miriam Norgate, on 020 3752 5862 or email as above.