

Job Description & Person Specification

ADVOCACY OFFICER

Reports to: UK Senior Advocacy Manager

Location: Hybrid: working from home with 1 day min. per fortnight in office

Salary: £28000 - £30000 per annum plus benefits

Contract: 12-month Fixed Term

Hours: Full time, 35 hours per week, Monday – Friday

About Malaria No More UK

Malaria is one of the oldest killer diseases in history; even now, despite recent progress, it claims the life of a child every minute. Malaria No More UK is part of a global movement that is determined to make this the generation that beats this killer. To realise this vision, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good.

Role Description

Malaria No More UK is looking for a highly motivated Advocacy Officer to join our team and help implement our advocacy strategies. Working to support our UK advocacy team, you will help to cultivate a new generation of malaria champions and push malaria up the political agenda. This role will work on increasing our visibility and the resonance of our case with key stakeholders in the UK, including UK parliamentarians. Securing sustained UK support will be vital to global efforts to accelerate progress towards ending malaria for good within a generation. We are looking for a confident communicator with strong project management skills and a good understanding of the workings of the UK parliament.

Key responsibilities

- Providing project management support for a range of projects relating to our UK advocacy.
- Strategic stakeholder mapping, building and maintaining relationships with UK parliamentarians and keeping contact records in our database updated on a regular basis.
- Supporting the delivery of high-quality events for policy and political audiences, including at party conferences.
- Daily monitoring of UK parliamentary, political and development sector wide activities and keeping the team informed of relevant developments and engagement opportunities.
- Drafting of political briefings on key policy areas within malaria and global health.
- Providing administrative support relating to our UK advocacy, including the coordination of stakeholder mailings, scheduling meetings, and taking minutes.
- Identifying opportunities to engage parliamentarians and new malaria champions in the UK.

Person Specification

Essential

- Experience working in a parliamentary, advocacy or campaigning role.
- A degree, or equivalent experience. Strong verbal and written communication skills, with high attention to detail.
- Experience of managing events and providing logistical support.
- Excellent project management skills.
- Knowledge of UK parliamentary procedures and strong interest in politics and international development.
- High level of proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint.
- Excellent organisational skills with the ability to multitask, manage workload independently and work to tight deadlines.
- Ability to work well within a team and willingness to take on a range of tasks as necessary.
- Ability to exhibit diplomacy, tact, and discretion.

Desirable

- Knowledge of malaria and/or global health policy.
- Experience of working in a fast-paced NGO environment.
- Experience of contact management and working with databases.

This job description is not exhaustive and may be amended over time in consultation with the Director

MNMUK is committed to recruiting and developing diverse talent as well as nurturing an inclusive workplace where people bring a diversity of ideas, skills, backgrounds, and experiences to fully contribute to our mission to end malaria in our lifetime. We encourage candidates from underrepresented backgrounds to apply, and welcome applications from all candidates regardless of their race, gender, disability, religion/belief, sexual orientation, marital status, age, gender reassignment and pregnancy/ maternity.

Staff Benefits include:

- 10% employer pension contributions
- 28 days' annual leave plus national holidays for the country of residence
- Private Health Insurance may be available for non-UK residents depending on country of residence
- Subsidised gym membership
- Fully flexible working opportunities
- Interest-free staff season ticket loan and bicycle loan schemes.
- Continuing personal development opportunities.
- Professional training & qualifications subsidy



How to apply:

Please send your CV and a covering letter detailing how your skills and experience match our requirements and why you want to work for us to: recruitment@malariaanomore.org.uk

*Closing Date: Friday 21st March 2025**

****PLEASE NOTE INTERVIEWS WILL BE HELD ON A ROLLING BASIS & WE RESERVE THE RIGHT TO CLOSE THE VACANCY EARLY IF A SUITABLE CANDIDATE IS FOUND - DO NOT DELAY SENDING YOUR APPLICATION***