



Anglican Communion

Job Description – Advocacy Officer (full time)

Reporting to

- All Anglican Communion Office staff are under the overall leadership and direction of the Secretary General. The Advocacy Officer will be managed by the Permanent Representative to the United Nations.

Job purpose

- To serve as part of the team representing the Anglican Communion to the United Nations, with particular responsibility for delivering the Anglican Communion's UN strategy in New York, advancing advocacy efforts with UN agencies and national Missions based in New York and maintaining regular face-to-face contact and partnership with other faith-based organisations.

Key responsibilities

- To work with the Permanent Representative to communicate overall policy and advocacy priorities, with a specific focus on delivery in New York
- To manage the day-to-day operations of the Anglican Communion Office at the United Nations (ACOUN) in New York, including line management responsibility for the Programme Assistant
- To co-lead ACOUN engagement at relevant UN conferences including the Commission on the Status of Women, the Permanent Forum on Indigenous Issues, the High-Level Political Forum for Sustainable Development, and the General Assembly, including drafting policy statements, developing an advocacy strategy, convening partners and other stakeholders around advocacy themes, and planning visits with national Missions and other advocacy targets
- To assist the Permanent Representative to bring representatives from across the Communion to the above meetings, offer training, briefing and support at provincial level on ACOUN's policy priority areas, and connect provinces and dioceses with local UN institutions
- To provide regular and comprehensive debriefings to the Permanent Representative regarding the portfolio of projects under the Advocacy Officer's care
- To advocate with representatives of member states, UN agencies and organisations, and monitor issues of concern to the Anglican Communion
- To maintain relations with key actors in the UN/intergovernmental and non-governmental community, in order to promote a coordinated approach to priority issues
- To identify and develop advocacy opportunities for ACOUN's work, in coordination with broader themes and priorities
- To work with ACO communications staff to prepare and publicise the work of ACOUN in New York



- To attend relevant conferences and events to promote ACOUN and publicise the office's work
- To organise, in partnership with other organisations and agencies, relevant events, e.g. UN side events
- To identify, in partnership with the Permanent Representative, fundraising opportunities for the work of ACOUN
- Any other appropriate tasks that may be requested by the Permanent Representative

Person Specification

Qualifications, knowledge and experience

- Good knowledge of UN structures and UN advocacy possibilities
- Experience relating to UN or other international institutions, Christian and/or faith-based organisations, civil society, and national governments, particularly in the context of policy, advocacy and campaigning work
- Evidence of successfully convening and facilitating dialogue
- Evidence of ability to develop and implement advocacy opportunities
- Evidence of the ability to identify and coordinate volunteers of stature and competence to represent the Communion at meetings
- Experience of working in an international context and of dealing with diverse cultures
- An academic background in international relations, human rights, religious studies or a relevant and related field

Skills and Abilities

- Excellent written and verbal communications skills, with the ability to write in an informative and engaging way
- Demonstrable experience of building and sustaining relationships, particularly across cultural and sectoral boundaries
- Strong representational and influencing skills
- Culturally sensitive to a broad spectrum of people
- Able to assimilate rapidly many complex agendas, often in politically sensitive areas, identifying issues and priorities
- Demonstrate enthusiastic commitment to the priorities of the Instruments of Communion.
- Possess a high level of personal credibility and commands the confidence and respect of others
- A strategic operator, who can balance the strategic with the detailed when necessary
- The ability to relate effectively to organisations
- The ability to work both independently and collaborate effectively with work colleagues



Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion.
This role does not require the post holder to be a communicant member of the Anglican or Episcopal Church
- Willing and able to travel, and to work overtime on occasion, if required

Background Information

About the Anglican Communion

The Anglican Communion Office is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. The Anglican Alliance serves to connect and strengthen the development, relief and advocacy activities of Anglican churches, agencies and networks.

The Lambeth Conference is a separate charitable company which is expanding to become fully operational in preparation of the next Conference in 2020.

The office is based at St Andrew's House in Westbourne Park, London W11. About 25 staff are employed across the three charities. Further information about the office can be found on our website:

<http://www.anglicancommunion.org/structures/anglican-communication-office.aspx>

In New York, the Anglican Communion Office is based at the Episcopal Church denominational headquarters (815 Second Avenue New York, NY 10017).

About the Anglican Communion Office at the United Nations

The team is led from London by the Permanent Representative to the United Nations, who is part of the Management Team at the ACO. The role of the Anglican Communion Office at the United Nations (ACOUN) is to represent and raise up Anglican interests at all levels of the United Nations so that grassroots activity across the Communion can engage more effectively with the UN system.

The Permanent Representative is supported in London by a part-time Research and Administrative Assistant and in New York by one full-time Advocacy Officer (this role), a Programme Assistant and an Adviser for the Environment, Climate Change and Sustainable Communities who works on a consultancy basis.

Our New York-based General Program and Administrative Officer recently retired after 10 years of service. We have taken the opportunity to restructure the team to create an Advocacy Officer role,



in order to proactively represent the Anglican Communion at the United Nations institutions in New York.

The ACOUN team have two current priorities. The first is to increase awareness of the office and its function across the Anglican Communion. The second is to increase the visibility of the office across the United Nations institutions and with other key partners in New York and Geneva. The Advocacy Officer will play an important role in achieving both of these priorities.

The post-holder will visit the ACO in London at the start of their employment for a full induction into the work of the organisation. Further visits to the ACO may be arranged subsequently.

General Conditions

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds:

- Age
- Colour, race or ethnic or national origin
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Marital Status
- Religion or belief
- Sexual Orientation

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are;

- Respect
- Trust
- Hospitality
- Humility
- Openness

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

Right to live and work in the United States of America

The successful applicant must be able to demonstrate the right to live and work in the United States of America.



Terms of employment

- Salary:** c. \$60,000 per annum, plus a competitive benefits package including medical, pension and paid vacation.
- Hours of Work:** Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.
- Annual Leave:** 15 days paid leave per leave year, rising to 22 days after completion of 2 years in post. This is exclusive of public holidays. The leave year runs from 1st January to 31st December.
- Contract:** The post is offered on a permanent contract, subject to a six month probationary period.
- Applications:** Applications are invited from suitably qualified persons. The application should include a full CV, a supporting statement (no more than 1500 words) and the names of at least two referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.
- Applications should be sent to: applications@anglicancommunion.org. The deadline for applications is **Friday 9th November 2018** and interviews will take place at the Episcopal Church denominational headquarters (815 Second Avenue New York, NY 10017) on **Monday 19th November 2018**. If required, a second interview will be arranged via Skype.

October 2018