

Job Description

Job Title:	Research and Advocacy Officer
Reporting To:	Executive Director
Location:	IDPC Secretariat – London Office
Hours:	Full time / 40 hours per week (although additional working hours may be required from time to time)
Temporary position:	9 months (maternity cover)

Main Responsibilities:

1. Research and Publications

- To deliver on the planning, review and delivery of the annual IDPC publications workplan, ensuring high quality policy analysis and research.
- To track expenditure against budget allocated for the IDPC publications workplan.
- To write, edit and conduct quality control over IDPC reports and briefing papers,
- To conduct or oversee desk-based research on specific topics for IDPC papers.
- To deliver on the production of flagship IDPC publications.
- To coordinate, undertake and oversee the cost-effective, high-quality translation of key IDPC documents.
- To set up and oversee consultancy contracts, check invoices and request payments.

2. Policy and Advocacy

- To support IDPC's advocacy work through engagement with policy makers in national governments and international agencies.
- To support IDPC engagement in high-level policy dialogues, representing the Consortium to advocate for the adoption of drug policies that are evidence-based and underpinned by principles of human rights, public health and sustainable development.
- To support high-quality policy analyses and research on priority drug policy issues, with the formulation of recommendations for changes in policy and practice, working with IDPC members and other international partners where appropriate.
- To support the IDPC projects related to women and drug policy reform.

4. General

- To support the Executive Director with ad-hoc research and preparations for presentations and external meetings and events.
- To support fundraising efforts, including identifying and sourcing new donors, as well as concept note and proposal writing.
- To be self-sufficient in terms of administrative duties.
- Other duties as required.

Person specification:

Essential

1. Educated to graduate degree level or evidence of equivalent experience.
2. Proven expertise in undertaking policy analysis and research.
3. Proven ability in policy and advocacy work in drug policy or a related field (such as human rights, gender, health, social, criminal justice or development), and at least three years' experience of working at national, regional or international levels.
4. Demonstrable knowledge and understanding of current international, regional or national drug policy debates.
5. Demonstrable knowledge and understanding of United Nations governance and other multilateral structures, as they relate to drug policy.
6. Ability to work effectively under pressure, and as part of a small team.
7. Excellent written and verbal communication skills in English and French, Russian or Spanish.
8. Demonstrable experience of proof-reading, editing and formatting documents.
9. Demonstrable ability to be diplomatic and sensitive on difficult issues such as the international drug policy debate.
10. Strong understanding of a range of relevant advocacy strategies and approaches.
11. Commitment and ability to work with a wide range of partners and networks in a culturally diverse international context.
12. Committed team player with excellent organisational skills and the ability to plan, prioritise and time manage work.
13. Strong IT skills, including experience of using the full Microsoft Office package.
14. Commitment to the IDPC Policy Principles (www.idpc.net/policy-principles).
15. Willingness and capacity to undertake international travel.
16. Ability to undertake own administrative tasks.
17. Right to live and work in the United Kingdom.

Desirable

1. Educated to master's degree level or higher.
2. Published policy-related papers and materials.
3. Experience in research and/or advocacy work related to women and drug policy.
4. Experience and competence in public speaking.
5. Existing contacts in national, regional and international policy making or diplomatic sectors.
6. Working knowledge of InDesign, Illustrator and/or Photoshop.
7. Written and oral communication skills in additional languages.
8. Managing consultant and volunteer contracts and work.