

<b>Job description:</b>	<b>IDPC Senior Policy and Operations Manager</b>
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**Reports to:** IDPC Executive Director

**Purpose:** To support the Executive Director in the development and implementation of IDPC's work plan and budget and provide operational oversight for the smooth functioning of the IDPC Secretariat. To support the strategic development of the global network and promote positive and constructive relationships with IDPC members and partners.

To lead on the development of IDPC's policy and advocacy work with a strong focus on health and HIV issues. To engage in high level advocacy and present IDPC materials and advocacy positions to policy makers in national governments and international agencies. To lead on policy analysis and research to support the adoption of evidence-based, effective and humane drug policies. To facilitate IDPC's participation in a multi-stakeholder global advocacy campaign and coordinate the IDPC members' joint policy positions.

**Location:** IDPC Secretariat - London

**Salary range:** £34,732 - £41,298

**Responsibilities:**

***Management, coordination and administration***

1. To support the Executive Director in the development and implementation of the IDPC work plan and strategy in line with the consortium's priorities.
2. To manage and coordinate the designated work streams listed in the IDPC work plan.
3. To support the design, set up and maintenance of efficient systems including financial procedures, legal requirements, human resource procedures, insurances and health and safety.
4. To deputise for the Executive Director when required and provide effective, responsible and supportive supervision and management of IDPC Staff.
5. To support the management of the IDPC network of consultants and the sourcing of new consultants when appropriate.

***Finance***

1. To support the Executive Director in managing the financial affairs of IDPC including budget design, budget management, financial planning and controls and financial reporting.

2. To be responsible for overseeing timely donor financial reporting in cooperation with the Finance and Administration Officer.

### ***Governance***

1. To manage the relationship with IDPC's Steering Group and ensure timely communications on key strategic and work planning issues, and to ensure Board decisions are implemented efficiently and effectively.
2. To manage the Steering Group meeting process (agenda, back ground papers, recording decisions).

### ***Fundraising***

1. To support the development of IDPC fundraising initiatives including developing relationship with potential donors, writing grant applications and developing new sources of funding.
2. To manage relationships with donors and ensure all reporting requirements are met.

### ***Policy and advocacy***

1. To identify and maximise opportunities for IDPC engagement in high level policy dialogues, representing the consortium in these debates to advocate for the adoption of drug policies that are evidence-based and underpinned by principles of human rights, public health and sustainable development.
2. To conduct high quality policy analysis 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.
3. Establish contacts and build positive relationships with:
  - a. UN agencies and multi-lateral bodies relevant to the field of international drug policy (UNODC, UNAIDS, UNDP, WHO, OHCHR, Global Fund).
  - b. Key government officials and policy making institutions at the national and regional level.
  - c. Key NGOs, academics and policymakers in the drug policy field.
4. To support the IDPC membership in their policy and advocacy objectives through policy analysis, technical support and capacity building activities.
5. To contribute to the development of the IDPC work plan with a particular focus on identifying political opportunities and policy priorities.

### ***Networking***

1. To support IDPC networking and membership by representing IDPC at external events, organising meetings and seminars and recruiting new members to IDPC.

2. To develop and maintain contact lists of key policy makers (including at the UNODC and other relevant international, regional and national bodies).

### ***Publications, website and media***

1. To research and write IDPC policy position papers, advocacy notes and consultation responses in collaboration with the membership.
2. To support IDPC media work through writing press releases and representing the consortium in media interviews.
3. To write and edit IDPC briefing papers with author credits.
4. To support the planning and delivery of IDPC reports and briefing papers, and assist in updating the IDPC Drug Policy Guide and development of IDPC training materials.
5. To contribute to the policy and advocacy content of the IDPC website, ensuring that information is accessible, relevant and up-to-date.

### ***General***

1. To coordinate the work of IDPC interns contributing to the IDPC policy and advocacy work programme.
2. To be self sufficient in terms of administrative duties.
3. Other duties as reasonably required.