

Person specification: IDPC Senior Policy and Operations Manager

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

Essential

1. Educated to graduate degree level or evidence of equivalent experience.
2. Proven ability in policy and advocacy work in drug policy or a related field, and at least three years experience of working on social, health or development policy at national or international level.
3. Previous experience of managing operations including budget management and financial reporting, staff management, work planning, compliance and governance.
4. Experience of work plan and strategy development, including successful applications to funders and proper management of grants.
5. Ability to operate in a self-directed manner, work closely with the Executive Director and develop good working relationships with Board of Directors, Steering Group members, colleagues, partners and IDPC members.
6. Ability to demonstrate a sound understanding of current international drug policy debates and issues with a strong focus on health and HIV-related issues.
7. Demonstrable ability to be diplomatic and sensitive on difficult issues such as the international drug policy debate.
8. Strong understanding of a range of relevant advocacy strategies and approaches.
9. Proven expertise in undertaking policy analysis and research.
10. Commitment and ability to work with a wide range of partners and networks in a culturally diverse international context.

11. Committed team player with excellent organisational skills and the ability to plan, prioritise and time manage work.
12. Excellent written and verbal communication skills in English.
13. Ability to communicate effectively with a wide range of audiences, in terms of status, geography, and cultural background.
14. Strong IT skills, including experience of using the full Microsoft Office package.
15. A commitment to the IDPC principles (www.idpc.net) for effective drug policy.
16. A willingness to undertake international travel on a regular basis.
17. An enthusiastic, committed, and creative approach to professional challenges.
18. Ability to undertake own administrative tasks.

Desirable

1. Educated to masters degree level.
2. Specific experience of working on international drug policy issues.
3. Published policy related papers and materials.
4. In depth knowledge and understanding of United Nations governance and operational structures.
5. Knowledge and understanding of regional multilateral entities, such as the European Union, Organisation of American States, or African Union.
6. Experience and competence in public speaking and media work.
7. Existing contacts in national and international policy making or diplomatic sectors.
8. Excellent written and oral communication skills in a second language – Spanish preferred.
9. Ability to stay calm under pressure and maintain a sense of humour.