

JOB DESCRIPTION

Job title: Senior Advocacy Officer
Location: London
Contract: One-year fixed term, full time
Reporting to: Advocacy Director

ABOUT US:

Consumers International is the membership organisation for consumer groups around the world.

We believe in a world where everyone has access to safe and sustainable products and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties. We work in partnership and exercise our influence with integrity, tenacity and passion to deliver tangible results.

ROLE PURPOSE:

We're at an exciting point in our ambitious new strategy and we are looking for a new Senior Advocacy Officer to play a key role in developing our Change Agenda programmes that will tackle the opportunities and challenges that new technology is creating for consumers internationally.

You will be responsible for providing original research and analysis on the impact that new technology has on consumers and working with our international membership and partners in business, government and civil society to rapidly develop our understanding of issues from a global perspective, identifying new areas where the consumer movement can work with others to deliver significant benefits for consumers.

You will have the opportunity to focus on a couple of issues but will need to be able to contribute to organisational discussion and debate on our wider agenda.

You will have a genuine interest in the impact that new technology has on consumers, experience of conducting purposeful research and original analysis, and the flexibility and enthusiasm to work with different teams to support the delivery of our organisational objectives and the development of the organisation.

KEY RESPONSIBILITIES:

- Conduct high quality research and analysis on the opportunities and challenges that new technology delivers for consumers in areas such as AI, IoT, e-commerce, food or financial services, demonstrating a rigorous approach, with clear thinking and excellent presentation.
- Develop innovative proposals for how the consumer movement can work with partners in business, government and civil society to deliver significant benefits for consumers.
- Work collaboratively across the organisation and with our international network of consumer organisations, as well as partners in business, government and civil society so that we benefit from their insight and feedback, and we incorporate this into our understanding of the issues and the development of our proposals.
- Lead discussions within the organisation, with members and partners to develop our proposals into impactful international programmes that will be delivered jointly with our members and partners. This will include designing events and activities that will identify and attract influential actors from different sectors to develop solutions that will deliver positive impacts for consumers.
- Produce clearly structured and well-written reports, briefings and other materials that are appropriate for the intended audiences in support of our proposals and programmes.
- Keep abreast of developments in relation to the programme and relevant international organisations and processes and, working with other Consumers International staff, ensure that Consumers International's strategy responds appropriately and that our message is relevant, engaging and plays a key role in making sure consumer interests are central to public debates.
- As required, represent Consumers International in external meetings with members and partners, including speaking or chairing panels at external events
- Project manage activities as required and conduct general administration to support your work and the work of the team.
- Regularly monitor, evaluate and report on activities against agreed plans. Including budget and resource issues.
- Any other tasks that may be required by the Advocacy Team.

PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application / Interview	
EXPERIENCE	At least two years' experience of working in a policy, research and analysis capacity that required a strong element of research. (This could be in a research, policy or advocacy capacity).	✓	✓
	At least two years' experience of working on topics that are important to consumers and that have been influenced by new technology.	✓	✓
	Experience of developing and presenting proposals to a business audience.	✓	✓
	At least two years' experience of being a member in a project or team that worked with a range of diverse internal and external stakeholders.	✓	✓
	Have written high quality materials for a range of different audiences including informed but non-expert audiences.	✓	✓
SKILLS AND ABILITIES	Fluency in written and oral English. Inter-personal, communication and negotiation skills.	✓	✓
	Strong research and analytical skills and attention to detail.	✓	✓
	Ability to develop convincing and evidenced arguments and communicate ideas in a compelling way to a range of audience.	✓	✓
	Flexibility to adapt to new tasks and priorities when required.	✓	✓
	Able to work independently on a task.	✓	✓
	Ability to think across different sectors and global contexts	✓	✓
	Understanding of different approaches to advocacy and policy in the digital economy and society	✓	✓
OTHER REQUIREMENTS	Ability to legally work in the UK <i>(Consumers International cannot assist with visa applications)</i>	✓	
	Commitment to the aims and objectives of Consumers International		✓
NON-ESSENTIAL REQUIREMENTS	Experience of working in an international context.	✓	✓

December 2019

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

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