

## ADVOCACY MANAGER, NORTH WEST SYRIA NGO FORUM

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The Advocacy Manager will coordinate and lead advocacy on behalf of the NW Syria NGO Forum – a coordination, representation, and advocacy platform of more than 100 local and international NGOs working on the humanitarian response in NW Syria. This is a pivotal position within the response community and wider response architecture.

The Advocacy Manager will engage with local and international NGOs around humanitarian and 'nexus' issues requiring collective representation and advocacy. Together with the Forum Director, the Advocacy Manager will represent the I/NGO community at key advocacy platforms in the NW Syria response, including engagement with UN Agencies, OCHA, humanitarian policy analysts, Syrian NGO coalitions, donors, and diplomatic missions to influence policy and practice relating to the humanitarian response in NW Syria. They will also be responsible for engaging with other regional and international advocacy platforms related to Syria.

The Advocacy Manager will Chair the Advocacy Working Group, which forms a key part of the Forum's coordination and representation functions. They will reflect the harmonized views of the wider NGO community and be responsible for the development and implementation of an advocacy strategy, including engagement with a broad range of stakeholders.

This position will have staff and budget management responsibilities. It requires significant coordination skills, broad general and technical knowledge, experience with senior engagement with a broad range of stakeholders, and a deep understanding of humanitarian principles, international legal frameworks and tactical diplomacy.

## **RESPONSIBILITIES:**

### **Strategy and Coordination**

Lead the development and implementation of the NW Syria NGO Forum's priorities on policy and advocacy.

Chair the NW Syria NGO Forum's Advocacy Working Group; provide strategic leadership, technical expertise and coordination capacity to this pivotal platform.

Lead in the planning and implementation of advocacy initiatives tied to specific issues (for humanitarian access, protection of civilians, localization).

Contribute to the strategic decision making of the Forum and be a policy resource for the Forum Director.

Manage and report on donor commitments tied to advocacy.

### **Advocacy and Representation**

Establish strategic networks and alliances for advocacy activities with humanitarian partners, UN officials, international donors and political actors in close cooperation with the Forum Director, and members of the Steering Committee where relevant.

Lead efforts with external stakeholders to convey and represent the views of Forum members, as aligned with the NGO forum strategy ( government officials, UN representatives, donors).

Represent the Forum with other relevant fora (, SIRF, InterAction, ICVA, and other local, regional, and global NGO fora).

On a daily basis be a focal point and source of information on advocacy issues internally (for Forum Members and Members of the Steering Committee) and externally (for relevant stakeholders).

In coordination with the Director, represent the NGO Forum membership in local, regional, and global events, as necessary. Institutionalize input from, and feedback to, the Steering Committee and members on advocacy initiatives.

### **Research and Analysis**

Lead efforts to provide regular, high-level analysis on key strategic topics and comprehensive

situational overviews to the NGO community, donors, embassies and UN representatives.

Produce regular reactive and pro-active advocacy products such as briefing notes, fact sheets, talking points, research papers and articles, in line with the community's priorities.

Design and manage research projects, including recruitment and management of consultants, to produce evidence and analysis in support of key advocacy priorities for the Forum's members.

### **Expert Lead**

Be an advocacy resource for members, including on capacity development and trainings.

Provide policy and other advice on humanitarian principles, IHL, and protection of civilians to the Director, Steering Committee and Members.

### **QUALIFICATIONS:**

University Degree or equivalent combination of education and work experience.

Experience with humanitarian policy and advocacy.

Experience from working in complex and volatile contexts.

Experience conducting and managing multi stakeholder research projects in support of advocacy.

Advanced written and spoken English.

A strategic and analytical thinker with the ability to rapidly read situations and determine appropriate responses.

Ability to work under limited supervision; self-motivated, well-organized and results-driven; communicates effectively and positively with both internal and external stakeholders.

Ability to manage stress and meet competing priorities in a timely manner, producing high-quality outcomes.

Politically and culturally sensitive with qualities of patience, tact, and diplomacy.

Excellent communications, coordination and facilitation skills.

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