

<b>Job Title:</b>	<b>Advocacy Manager, Digital Equality</b>		
<b>Department:</b>	Policy	<b>Contract:</b>	Full time
<b>Reports to:</b>	Policy Director	<b>Duration:</b>	2 years renewable
<b>Location:</b>	Cape Town or London preferred; another WF hub or remote location considered		
<b>Direct reports:</b>	Research Coordinator, Communications officer (matrix management)		
<b>Key relationships:</b>	A4AI Advocacy Manager, A4AI Executive Director, other programme leads		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>Representing WF at the highest levels, you will help to develop and lead the global and regional policy and advocacy strategies and partnerships needed to ensure that wider access empowers and enfranchises women and the poor economically, politically and socially, in line with SDGs 1 and 5. You will also support partners to implement complementary national advocacy strategies in diverse countries of the Global South. You will guide the planning and delivery of high-quality research that can be used to support policy recommendations and advocacy to achieve them. You will work closely with the Communications team to ensure our messages are clear and targeted so they get heard by the right people at the right time.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>	<b>% time on task</b>	
<b>Strategy and planning</b>	<ul style="list-style-type: none"> <li>● Monitor and assess emerging issues and opportunities to influence at all levels, with a particular focus on opportunities related to the SDG 5 target on women’s empowerment and to the SDG 1 target equitable access to ICTs regardless of gender or income group.</li> <li>● Hone short and medium term policy change goals, supported by appropriate plans for research, programme learning, policy development and public engagement (which are grounded in clear theories of change).</li> <li>● Coordinate closely with other WF teams (especially the A4AI Advocacy Manager) to ensure harmonisation of goals, plans, policy recommendations and efforts.</li> <li>● Develop clear, focused advocacy plans for achieving these goals in partnership with others (including the follow-up to the FASTAfrica campaign and the design of possible future campaign actions).</li> </ul>	<b>25%</b>	

	<ul style="list-style-type: none"> <li>● Identify and build the strategic alliances with external partners to achieve agreed goals.</li> <li>● Guide the Research Coordinator in developing and implementing an M&amp;E framework for the project, and use this information to adjust strategy and plans as needed.</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>● Develop annual budgets and work plans to implement the above strategies.</li> <li>● Ensure the successful and efficient implementation of the programme work plan and associated budgets.</li> <li>● Identify evidence gaps related to advocacy goals and strategies and supervise the Research Coordinator to design and produce relevant research to close these gaps.</li> <li>● Play a leading role in developing proposals and raising additional funds for the programme and maintaining good relationships with donors.</li> </ul>	<b>15%</b>
<b>Advocacy, coalition-building and representation</b>	<ul style="list-style-type: none"> <li>● Lead WF's international and regional engagement for policy change on this issue area.</li> <li>● Cultivate and strengthen strategic relationships with a variety of advocacy allies and targets globally, such as governments, multi-lateral institutions, global companies, media and civil society organizations.</li> <li>● Support in-country partners on the design and implementation of practical and effective policy and advocacy strategies to achieve national policy change in target countries.</li> <li>● Ensure that WF develops robust positions on key issues and communicates these effectively through a variety of channels.</li> <li>● Work closely with the communications team to ensure we reach the right audiences with the right messages at the right time to maximise policy influence.</li> <li>● Write policy briefs, opinion pieces, blogs and other policy collateral as needed (with support from communications officer).</li> </ul>	<b>50%</b>
<b>WF organisational leadership</b>	<ul style="list-style-type: none"> <li>● Participate in and contribute to the development of a vibrant policy and research community inside the Web Foundation.</li> <li>● Contribute to the development of WF's overall strategy, positions and plan.</li> <li>● Act as a public spokesperson and ambassador on behalf of any or all WF programmes when requested – representing our positions to the media, to donors, at conferences and other external events.</li> </ul>	<b>10%</b>

	<ul style="list-style-type: none"> <li>● Integrate a cross-programme approach and identify areas for policy and advocacy collaboration across all WF programmes.</li> <li>● Advise other WF programmes on mainstreaming of women's rights in their work and approaches.</li> </ul>	
<b>Person Specification</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>● Education to BA level or higher in a relevant discipline.</li> </ul>	
<b>Essential Knowledge and Experience</b>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Knowledge of and passion for key issues in technology, development and women's rights.</li> <li>● At least 5 years experience in similar roles in a closely related field, at least 2 of which should be in a relevant senior leadership role.</li> <li>● Experience with multi-stakeholder and multilateral processes at regional and/or global level, preferably including with the UN.</li> <li>● Demonstrated track record of advocacy wins to influence policies and practices (preferably across more than one country) through research, advocacy and campaigns.</li> <li>● Direct experience of working with multiple, diverse partners in the Global South on a participatory and equitable footing to achieve advocacy wins.</li> </ul> <p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>● Sharp policy analyst, able to translate research findings into concrete recommendations for action.</li> <li>● Strategic thinker, able to assess political opportunities and proactively create opportunities for policy change.</li> <li>● Drive and ambition to get results, discipline and planning skills to see things through.</li> <li>● Understanding of policy processes and contexts in at least one region of the Global South.</li> <li>● Skilled advocate with diplomacy and charm to build and leverage relationships with actors at a senior level. Able to forge compromises and align interests in pursuit of bigger goals.</li> <li>● Strong communicator with excellent writing skills (in English).</li> <li>● Ability to travel extensively (approximately 12 weeks per year).</li> <li>● Strong network and working relationships with relevant global civil society organizations.</li> <li>● Commitment to social justice, gender equity and cultural diversity.</li> </ul>	
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Track record of success in raising funds for policy and campaigns initiatives.</li> <li>● Experience in planning, commissioning and managing policy research, including complex multi-country projects.</li> <li>● Experience of giving interviews for print and broadcast media.</li> <li>● Fluency in at least one major world language in addition to English preferred, with Spanish or French a strong advantage.</li> </ul>	

