

Web Foundation Policy Manager

Job Title	Policy Manager		
Department	Policy	Contract	Full Time
Reports to	Policy Director	Duration	Two years
Location	Primarily based at the Web Foundation hub in London, alternatively in a major city in Europe.		
Direct reports	Policy Interns and volunteers, when applicable		
Salary	Commensurate with experience and Web Foundation standards		
Key relationships	Policy team. Communications team.		
JOB ROLE			
Role Overview	Lead, strengthen, and enhance the Web Foundation's policy goals, strategic partnerships, global brand and influence in key target countries and institutions (regionally in Europe and globally), and leverage these relationships to increase our global and regional impact. Amplify and maximise opportunities in Europe and beyond for policy change to advance the strategic goals of the Web Foundation and its programmes, with a focus on the Foundation's vision, mission, strategy and deliverables.		
DELIVERABLES			
Key Responsibilities	Key Activities	% Time	
Policy Engagement and Advocacy	<ul style="list-style-type: none"> Support Policy team on building public profile, policy goals and messaging for WF on related global issues. Mobilise, plan and engage with relevant coalitions and partners to advance WF policy objectives and asks globally, with a particular attention to Europe. Catalyse and support advocacy, media and campaigning efforts on the policy goals of the Foundation. Serve as spokesperson on open web policies, digital rights and WF positions in media and public fora, including high-level conferences and events globally. 	70%	

	<ul style="list-style-type: none"> • Support the implementation of a robust policy framework for the Foundation. • Work closely with the Policy and Communications Directors to ensure WF reaches the right audiences with the right messages at the right time to maximise policy influence, through a balance of fast reactions on breaking issues and pre-planned events and collateral. 	
Strategy and Planning	<ul style="list-style-type: none"> • Identify breaking issues and political opportunities in Europe and beyond relevant to the Foundation’s mission, and develop cutting-edge policy initiatives to respond to these opportunities. • Contribute to the development of WF’s overall strategy and plan. • Provide strategic leadership to policy efforts in Europe and globally. • Collaborate with the communications team to increase media's interest and coverage of WF digital rights agenda. 	20%
Resource mobilisation	<ul style="list-style-type: none"> • Serve as policy focal point for the open web in Europe and beyond. • Support fundraising efforts to advance policy work at the WF. • Support the development of annual budgets, work plans and funding proposals to implement the above strategies. • Contribute to the overall success of the Web Foundation by taking an active part in positions, plans and team culture. 	10%
ADDITIONAL SPECIFICATIONS		
Education & Certifications	<ul style="list-style-type: none"> • Education to Masters level 	
Essential Knowledge, Experience and Attributes	<ul style="list-style-type: none"> • Demonstrated expertise, experience and mid-level networks in the ICT sector. • At least three years of experience in global policy, advocacy and networking with progressive levels of responsibility. • Vivid writer and speaker, able to present difficult concepts in clear, simple English and/or in compelling images. Proven expertise in communicating complex, research-based technical areas encompassing policy making and advocacy. • Globally minded, good understanding of Europe, with experience working across different cultures. 	

	<ul style="list-style-type: none">• Able to juggle complex and fast-changing priorities with minimal supervision.• Highly motivated and organised, can thrive under pressure, pursuing targets with determination and able to work longer hours when deadlines demand.• Ability to travel frequently.
Desirable Knowledge and Experience	<ul style="list-style-type: none">• Fluent in at least one major European language other than English.• Specialist knowledge of one or more of WF's programme areas.• Knowledge of the EU Commission and other EU policy instances.