

Advocacy and Partnership Officer

JOB DETAILS	
Job Title:	Partnership and Advocacy Officer
Reports to (title):	Senior Advisor (Centres, Partnerships and Fundraising)
Date:	4 October 2018

PURPOSE OF THE JOB
<p>To support Cochrane, the Editor in Chief, the Head of Knowledge Translation, and the Senior Advisor (Centres, Partnerships and Fundraising) in developing and managing strategic partnerships and in preparing advocacy positions. This new role will support the organization's growth through the proactive management of strategic partnerships, the development and delivery of advocacy positions and will thus help build the profile of Cochrane as global advocate for evidence informed health care and decision making.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>1. Support the development of Cochrane's advocacy positions and activities:</p> <ul style="list-style-type: none"> • Work closely with the Senior Advisor (Centres, Partnerships and Fundraising), Cochrane's Senior management (in particular the Editor in Chief and the Head of Knowledge Translation) and Governing Board to identify and develop specific advocacy and policy issues of importance to Cochrane. • Support the functioning of the Advocacy Advisory Group, by organising meetings, preparing documentation and ensuring communication on key advocacy activities. • Identify and coordinate opportunities provided by external partners to advocate for key messages from Cochrane and Cochrane Groups. Advocacy opportunities will include meetings (i.e. WHO meetings, World Health Assembly, WHO Executive Board, EU, UN bodies), expert or advisory groups, joint projects, or communication channels provided by external partners. • Work with Cochrane Groups and Cochrane staff in preparing for such opportunities, and work with members of the Senior Management Team in support of their involvement. • Produce materials for advocacy, communication and media purposes. • Represent Cochrane at relevant meetings. <p>2. Support the Senior Advisor (Centres, Partnerships and Fundraising) in developing and managing Cochrane's existing strategic partnerships, and in exploring potential new partnerships:</p>

2.1. Support the collaboration with WHO:

- Monitor progress of the activities as described in the collaboration plan across the Cochrane community;
- Organize meetings of the Cochrane WHO Working Group;
- Take minutes of these meetings;
- Facilitate timely reporting to WHO;
- Prepare regular news items for the Cochrane community website about the collaboration with WHO.

2.2. Support the development and implementation of collaboration plans with other strategic partners:

- Organize meetings with external partners and the various partnership advisory groups;
- Take minutes of these meetings;
- Monitor progress based on MoUs and workplans;
- Prepare regular news items for the Cochrane community website about the collaboration with external partners.
- Support Cochrane Groups in partnership development, as part of the plan of work of the KT Partnership Working Group.
- Produce timely updates on partnerships as needed by **Cochrane's** CEO, Senior Management Team, Governing Board and other governance bodies

Undertake any other duties as appropriate.

PERSON SPECIFICATION**Essential**

- Master degree in communications; journalism; health sciences or a related discipline relevant to this position.
- Experience of presenting complex information clearly and simply.
- Experience in preparing advocacy campaigns and statements.
- Demonstrable experience in working with various partner organizations.
- Cultural sensitivity and the ability to work with diverse groups
- Ability to work independently under general direction, willing and able to work in a self-directed way, and able to provide sound advice to contributors and staff members of Cochrane.
- Excellent interpersonal and communication skills, with a natural flair for networking, including the ability to produce written material appropriate to policy-makers and partners.
- Experience with using influencing strategies **to gain genuine engagement with Cochrane's** mission to achieve organisational goals
- Time management skills and ability to work flexible hours as needed.
- Experience related to all aspects of the planning and organising of meetings, workshops and conferences.
- Experience of working in an international context.
- Willingness to travel internationally when required.

Preferred

- An understanding of the production of evidence synthesis
- Fluency, besides English, of one of the five WHO languages.

KEY INTERFACES

Internal: All groups within Cochrane, particularly the Central Executive Team and the Senior Management Team, and the Governing Board

External: Stakeholders, WHO as well as other key partners

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A