

Vacancy announcement

Forus Advocacy Coordinator

Full-time permanent position

Job Description

June 2023

1. Background

[Forus](#) is a global network empowering civil society for effective social change. It brings together 68 National NGO Platforms and 7 Regional Coalitions from Africa, Latin America, Asia, Europe and the Pacific.

Forus' mandate is to influence decision-makers, by advocating for more effective and people-centered public policies together with network members, at national, regional and international levels. Under its strategic pillar "Influence", from pushing for more civic space and an enabling environment for civil society, to the implementation of the Sustainable Development Goals (SDGs), financing for sustainable development and much more, Forus members collectively advocate for social change.

Under the direct supervision of the Forus Director, the Forus Advocacy Coordinator will be responsible for developing and implementing Forus' advocacy strategy, in collaboration with network members.

2. Responsibilities

Policy, Advocacy

- Scope, develop, plan and implement advocacy strategies and campaigns in coordination with Forus staff, governance and network members in order to promote NGO platforms' voices and influence national, regional and international institutions, based on common priorities.
- Produce policy insights, recommendations and positions based on research, analysis as well as data gathered from members and partners. Draft and/or coordinate the production of briefings, documents and reports ensuring that messages are crafted strategically and collaboratively to maximize desired outcomes and expand impact.
- Coordinate Forus' engagement in multilateral fora (e.g. UN, OECD, G7/G20, and others). Actively participate and represent Forus, after internal consultation, in various fora, networks, initiatives and events to share Forus' key messages and insights with target stakeholder audiences and promote political dialogue on identified development policies and priorities.

- Ensure smooth facilitation of Forus advocacy-related working groups, jointly agreeing priorities, scoping opportunities, developing joint messages and activities.
- Support and/or lead the organization of other online and offline meetings, workshops, trainings and events in collaboration with members and/or partners, including the coordination of logistics, content preparation and facilitation.
- Identify and cultivate key partnerships with other organizations and actors to advance Forus advocacy priorities.
- Work with members, partners and other actors to gather data and intelligence, conduct analysis and strategic foresight, and to further Forus' strategy including on emerging issues.
- Maintain knowledge of the latest developments in relevant political and subject-matter topics, and identify opportunities for Forus to create positive change. Serve as a recognized subject-matter expert both within Forus and to key stakeholder audiences.
- Produce and disseminate regular advocacy updates to the network (e.g. through newsletters). Support strategic communications, the creation of communications material (articles, podcasts, videos and other external communications...) and the engagement with media.
- Work with flexibility and agility to areas of need and new developments to further Forus' strategic vision and impact. Liaise with experts and consultants who may work with Forus in areas relevant to the scope of work.

Additional coordination with and support to members

- Keep a good overview of members' contexts, needs and work, to ensure that Forus' advocacy is embedded in and informed by a sound understanding of priorities and circumstances, thereby contributing to strengthening cohesion in a member-driven network.
- Organize/Support capacity-strengthening activities, webinars and peer-sharing workshops on diverse topics. Map needs and identify opportunities to develop capacities, design programs, modules and other materials.
- Provide tailored support and advice to Forus members regarding policy and advocacy actions. Assist in the development of members' advocacy strategies and support the strengthening of their capacities and engagement in relevant areas, including via the creation of tools and guides for Forus members.
- Ensure regular communication with members and support good cooperation, information-sharing and dialogue with relevant institutions and stakeholders.
- Gather and share members' best practices and advocacy tools within the network.
- Contribute to webinars and events organized by members on issues of interest to them.

Support to the Director, governance and other representatives of the network

- Support the Director, governance and other representatives of Forus in their participation in meetings and events.
- Provide updates to and facilitate advocacy-related discussions within Forus governance meetings.
- Participate and support the organisation of Forus key events, such as seminars, Council meetings, General Assemblies, etc.

Other responsibilities

- Regularly report on the progress of various tasks and projects, recognising challenges and working to overcome obstacles to ensure goals and objectives are met.
- Support fundraising efforts by engaging with funders, identifying opportunities, drafting proposals, and cultivating funder relationships in areas related to the scope of work.
- Complete required administrative tasks, and actively contribute to reporting, knowledge management and monitoring, evaluation and learning efforts of Forus.
- Actively engage and contribute to the smooth functioning of internal processes and activities, and to team and network-wide discussions and engagement processes.
- Any other tasks within the scope of the role as directed and agreed.

3. Required qualifications and skills

Education/Training & Minimum Professional Experience required

- Relevant academic degree or evidence of continued professional development relevant to the position.
- At least 7 years of working experience in an advocacy function in an international setting, in the field of development or equivalent.
- Demonstrated success in achieving political campaign goals, contributing through cutting-edge research and knowledge products.

Skills, knowledge & expertise

- Recognized expertise and track record of successful advocacy work in national and international settings. Ability to think strategically and analyze political processes.
- Specialized knowledge in the area of sustainable development policies and civic space, of the processes related to the Agenda 2030 and the Paris Agreement, and of the landscape of multilateral development actors and their work at national and international levels is desired.
- A strong network of relationships and partnerships with governments, donors, civil society, and other stakeholders engaged in sustainable development, civic space, and human rights.
- Commitment to Forus' mission, vision and values with solid understanding of global development issues, and understanding of the socio-cultural, historical, political and economic global contexts.
- Demonstrated experience and skills of working with diverse stakeholders, and facilitating platforms of cooperation, networking, building partnerships and broad alliances across a large spectrum of topics, cultures and tactics.
- Experience working in a bottom-up way, facilitating working groups and peer-sharing spaces, and developing and implementing collaborative initiatives.
- Great ease in public speaking and in communicating in a formal way with high-level stakeholders
- Experience planning and organizing events, and with approaches aimed at enabling sharing and learning in safe spaces.
- Experience in managing staff is desirable.
- **Excellent proficiency in English, very good command of French & Spanish in speaking and writing required.** Working knowledge of Portuguese is an additional asset.

- Excellent computer skills and professional user of MS Office Programmes. Experience in remote work and collaboration tools such as Microsoft Teams, Zoom, Google documents or similar, as well as online team and project management tools.

Personal qualities/interpersonal skills

The ideal candidate for this position:

- Thrives in cooperative work environments in which the collaborative pursuit of shared objectives is the priority; is keen to take initiative and leadership while being sensitive to the network- and bottom-up-driven nature of Forus; understands and values working in a flat organizational structure and enjoys engaging with others in the delivery of joined objectives.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner with excellent attention for detail.
- Demonstrates strong emotional intelligence and is a reliable team-player mentality with the ability to work autonomously while proactively seeking and providing feedback.
- Is a creative thinker with a “can-do”, outward-looking and problem-solving attitude, willing to guide others with confidence and take risks when appropriate.
- Adapts seamlessly to changing priorities, while being highly organized and at ease in a remote work settings with a decentralized team.
- Communicates in a clear and sharp manner and is able to bring across often complex and conceptual ideas in a down-to-reality and simple way; is a structured and engaging public speaker.
- Naturally possesses excellent interpersonal skills, with the ability to develop and maintain strong relationships with highly diverse stakeholders and demonstrates excellent cross-cultural sensitivity and ability to work effectively taking into account different socio-cultural contexts and global timezones.
- Thrives when working under pressure and towards tight deadlines maintaining effective performance in fast-paced environments.

4. Conditions

Starting date: as soon as possible

Contract type: Full-time permanent contract (under French law) or renewable consultancy contract

Location: Flexible – in our office in Paris, France or Remote work (whole world).

International travelling foreseen from time to time, sometimes at short notice

Salary/compensation: dependent on experience.

5. Application procedure

The application documents must be submitted as soon as possible per email to the following address:
recruitment@forus-international.org

The application must be in English and include a motivation letter, CV and 3 references.

Please send attachments in PDF and include the position (Advocacy Coordinator) and your name in the subject of the email.

The position will be open until filled, and interviews will take place on a rolling basis. Only candidates who are shortlisted for interviews will be contacted.

Forus is an equal opportunity employer. We strive to make positions accessible to all regardless of nationality, ethnicity, race, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status, etc.