

Terms of Reference / Job Description

Position:	Advocacy Lead
Report to:	National Director
Location:	Port Moresby

Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organizations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organization:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Advocacy Lead has the overall responsibility for Caritas' advocacy and influencing, external communications and information dissemination, and provides support to the National Director on strategic development of advocacy and communications, including partnership building.

Job Duties

- Develop policies and position statements, based on input and advice from the National Director
- Develop and implement advocacy strategies to support Caritas policy priorities
- Research the evidence, literature base and external commentary on various social justice issues
- Prepare research summaries, correspondence and briefs to inform decision making
- Participate in the provision of rapid responses to social justice policy issues as they arise
- Prepare submissions, reports, funding applications, correspondence, presentations and other documents as required
- Develop persuasive and engaging written materials
- Utilize communication channels and social media opportunities
- Build effective relationships with key stakeholders, across the Caritas network and with external organizations
- Provide advice to the management and Board as required
- Remain up-to-date and well informed on policy matters that may be detrimental in nature
- Perform other duties as may be assigned by the National Director or delegate

Job Requirements

The Advocacy Lead is required to carry out his/her duties in accordance with the safeguarding policy including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment; and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

Contract Period

The length of the contract is two years and renewable, subject to mutual agreement.

The Job Description will be reviewed every six months or annually.

Working Conditions, and Travel

The Advocacy Lead shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- University degree in policy, communications, political science, journalism, or related field

Experience and attributes

- Experience in the development of policies, position statements and briefing papers
- Demonstrated advocacy and communications experience including skills in:
 - Developing and executing persuasive strategies for change
 - Stakeholder engagement including identifying partners and building networks
 - Influencing decision-makers
- Excellent written and verbal communication skills, especially the ability to adapt writing style to a specific audience and/or purpose and with attention to detail
- Strong analytical skills, political judgement and strategic thinking
- Good co-ordination skills and ability to meet timelines
- Excellent research skills, including the ability to assess and critically evaluate evidence
- Skills in preparing briefs and background analyses, with strong ability to draw on published research from a diverse range of academic disciplines and effectively organize information for the reader
- Skills in stakeholder engagement and relationship management
- Highly computer literate in MS Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams)

Desirable

- Experience with SharePoint; and video and teleconferencing platforms
- Experience working in a Church or NGO setting
- Commitment to the principles and values of Caritas and the Catholic Church

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The Advocacy Lead will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The Advocacy Lead may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: cbchr@catholic.org.pg (cc: cbcgensec@catholic.org.pg) no later than 30th November 2024.

Only shortlisted candidates will be contacted.