



## Job Description

### Job Title: Advocacy Administrator

**Work Location:** Witney

### Who we are

Open Doors is a Christian charity that is looking to recruit active, practicing Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 60 countries to ensure that those facing such persecution are not forgotten, but can stand strong to serve their communities and give life.

### Job summary

To assist the advocacy team in the smooth running of the department by providing administrative and coordination support, and assist the team with advocacy-based projects, and to provide capacity support.

### About the team

Reporting to the Director of Advocacy, you will also work closely with the Advocacy Campaigns and Communications Manager, Advocacy Officer, Parliamentary Officer, Media & Public Affairs team, Supporter Engagement, Strategic Relations and the Global Advocacy, Communications and Research staff.

### Hours

Part-time, 22.5 hours per week. Usually between 8am to 6pm Monday to Friday. This position involves some evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

### Responsibilities and requirements

#### A) Advocacy capacity support

- Daily tracking and scheduling of advocacy workstreams to provide a bird's-eye view of all advocacy activity.
- Reporting on status and workloads.
- Provide timely communication between stakeholders who have made advocacy requests.
- Track the Advocacy team budget and oversee bookings.
- Produce reports on advocacy workstreams to understand their effectiveness.

#### B) Advocacy campaigns support

- Support campaign scoping; ensuring detailed briefs are captured with clear objectives, timings and KPI's.

- Assist with campaign planning; mapping campaign timings and schedules, budgets and costs, outcomes and milestones, dependencies, resources, risks, tolerance levels, and adherence to OD's policies.
- Help with campaign delivery; enabling each stage to be delivered on time, within budget, and to brief.
- Support issue control and risk management; capturing risks identified, tracking, communicating and helping to resolve campaign risks or issues.
- Provide administrative support for campaign reporting and analysis.
- Support the Advocacy Reps programme development.

## **C) Advocacy assistant support**

- Act as the first point of contact for the Advocacy team, receiving all calls, fielding queries, liaising with other persecuted church agencies, staff, and other external visitors.
- Ensure the efficient, effective and professional management of the Advocacy team, utilizing all aspects of Microsoft Office software.
- Manage and maintain Director schedules, appointments and travel arrangements to make effective use of the Director's time; this includes diary management and facilitating work/life balance.
- Schedule team meetings.
- Proactively manage all business correspondence and prepare background documents and presentations as necessary.
- Conduct research, assemble and analyse data to prepare reports and documents.
- Manage expenses preparation.
- Manage itinerary and international logistics including flight reservations.
- Review operating practices and implement improvements where necessary.
- Organize the team filing system to ensure ease of retrieval.
- Ensure security and confidentiality of data.
- Collect and organise records of media coverage.
- Help to facilitate cross-team communication and keeping up to date with the relevant information.

## **Applying your Christian faith to this role**

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting, etc.
- committing to private prayer for the work associated with this role and closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities

- a strong understanding of the theology of influence for advocacy, with an openness to the prompting of the Holy Spirit in roles in communications
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

## Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

## Who you are

**You will demonstrate the following essential criteria for this role:**

### Culture

- committed Christian who is completely in sympathy with the calling, mission and core values of Open Doors
- chemistry with Open Doors' team

### Competency

- good level of education, e.g. at least 5 A-C grades at GCSE or equivalent, including English and maths
- excellent interpersonal and communication (verbal and written) skills
- interest in and understanding of the UK and international political context
- strong project and event administration skills
- well organized, able to prioritise and to follow detailed instructions
- able to be flexible and adaptable to changing situations
- able to manage and maintain external working relationships
- strong IT skills including Microsoft Office and database skills
- ability to meet deadlines and produce work of a consistently high standard
- strong attention to details
- able to show initiative and understand strategic thinking regarding advocacy

### Character

- responsible and mature outlook
- willingness to undertake routine tasks as necessary
- team player
- willing to innovate
- flexible and proactive approach
- willing to work some early mornings, evenings and weekends

**In addition, it would be beneficial for you to demonstrate the following:**

- degree in relevant subject, eg human rights, theology, politics, communications
- experience in an international environment
- experience working in political campaigns
- some experience of the reality in field countries so as to bring about appropriate and effective change for the persecuted church.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.