



## **POLICY AND ADVOCACY MANAGER**

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J-FLAG is seeking to employ a dedicated and multifaceted individual as its Policy and Advocacy Manager to develop policy positions, and design and implement advocacy initiatives to protect and promote human rights. Additionally, the candidate will support and oversee advocacy efforts of key civil society partners to improve the national HIV response.

**Application Deadline:** December 6, 2015  
**Interview Date:** December 11, 2015  
**Start Date:** January 4, 2016  
**Expected Duration:** One Year (with possibility for renewal)  
**Reports to:** Director of Projects & Strategy

### **BACKGROUND**

J-FLAG is the foremost organisation in Jamaica advocating for, and working to improve the human rights situation of lesbian, gay, bisexual and transgender (LGBT) persons. The organisation promotes social change by empowering the LGBT community, building tolerance for, and acceptance of LGBT people, and creating a foundation for policy and legislative reform.

J-FLAG is currently implementing the *Mitigating Risk and Enabling Safe Public Health Spaces for LGBT Jamaicans Project*, which seeks to promote human rights and foster the development of an enabling environment to increase access to healthcare among LGBT people and thereby safeguard their health and well-being.

The project addresses stigma and discrimination toward LGBT people, which adversely affect uptake of HIV services such as testing and treatment, adherence to ART, and access to other supportive services. The *Mitigating Risk and Enabling Safe Public Health Spaces for LGBT Jamaicans Project* is therefore aimed at ensuring key populations affected by HIV such as LGBT people, are able to seek essential HIV and AIDS services and support free from stigma and discrimination.

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### **KEY RESPONSIBILITIES**

The Policy and Advocacy Manager will have primary responsibilities to:

- Develop and implement advocacy strategies around key human rights, HIV, and development issues to improve the human rights situation of vulnerable and marginalised populations including LGBT people
- Monitor and analyse developments of priority issues affecting disadvantaged and vulnerable populations including LGBT people, to inform development of appropriate strategies, projects and action
- Research and analyse human rights issues, and produce reports, briefing papers, articles and other materials on the policy environment in Jamaica and the wider Caribbean to influence decision-making, inform stakeholders and raise awareness among LGBT people and key populations
- Be a part of committees, technical working groups and other fora to influence human rights and HIV related law, policies and programmes to improve the health and well-being of vulnerable populations including LGBT people
- Convene an Advocacy Committee to assist the organization in planning, implementing and monitoring its advocacy initiatives
- Develop, strengthen and maintain networks of relevant partners and stakeholders to foster greater collaboration/partnership
- Update stakeholders on priority human rights, HIV and development issues and key related developments
- Evaluate policy, project and advocacy work to improve the organisation's knowledge base and ensure continuous improvement
- Coordinate and conduct training with relevant stakeholders around human rights
- Participate in team meetings, the development of strategic and operational plans, and other internal processes as required
- Represent the organisation to policy and decision-makers, private sector leaders, practitioners, think-tanks, academia, the media and the public
- Provide key civil society partners in the HIV response with technical assistance to develop, implement and monitor their advocacy initiatives
- Complete any related tasks as determined by the supervisor

## **REQUIRED SKILLS AND COMPETENCIES**

The Policy and Advocacy Manager will demonstrate a commitment to human rights and social justice issues; have open mind to ideas and people; be able to work in a diverse team and multicultural environment; be willing and able to travel in country and on occasion internationally; be able to manage competing projects/tasks and demand to meet deadlines and achieve results; ability to work on own initiative; flexibility and ability to work in team situations; a good sense of humour and able to create enthusiasm and stimulate ideas.

- A Bachelor's Degree in Public Policy, Law, Development, Public Health, Human Rights, Political Science or other related degree in Social Sciences
- 2-3 years' experience in advocacy, policy development, implementation and evaluation around human rights, social justice, HIV or other related areas
- Excellent interpersonal and relationship management skills – articulate and diplomatic. Ability to interact with diverse groups and to communicate effectively with officials and senior managers, and a demonstrated ability to consult, influence and liaise with internal and external stakeholders
- Demonstrated commitment to advocating for social justice
- Excellent oral and written communication skills
- Good ICT skills, including, but not limited to use of Microsoft Office Suite
- Excellent report writing skills
- Experience in community-based or non-governmental organisations or government sector is desirable
- Proven track record in networking and working in coalitions and alliances

**Interested persons should submit the following documents to [jobsattheforum@gmail.com](mailto:jobsattheforum@gmail.com) with the subject "Policy & Advocacy Manager Application" by 11PM on December 6, 2015:**

1. A letter of interest
2. Curriculum vitae
3. A writing sample on a topic related to HIV or human rights

**Only shortlisted candidates will be contacted.**

For further information, please contact Jaevion Nelson at 459-3211