



ROLE SPECIFICATION

For the position of ASSISTANT ADVOCACY MANAGER

with Save the Children HONG KONG

Sept 2022

BACKGROUND

Save the Children believes every child deserves a future. In HK and around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We delivery lasting results for millions of children, including those hardest to reach.

Are you passionate about helping children to help themselves? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

ASSISTANT ADVOCACY MANAGER

Reports to: Advocacy Manager

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

Ambition:

We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

Collaboration:

We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

Creativity:

We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

Integrity:

We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

KEY AREAS OF ACCOUNTABILITY

Advocacy and Campaigns are central to securing lasting change in children's lives and is a key aspect of Save the Children's Theory of Change: be the voice – build partnerships – innovate – achieve results at scale. The Advocacy Assistant Manager contributes to the direction and coordination of SCHK policy and campaigning work. The role helps shape the strategic direction of our advocacy activities in Hong Kong, including development and implementation of advocacy and campaign strategies that will engage with the public and partners. The role is part of the Advocacy team, which aims to influence change in public perception, legislation and institutional policies and practice, to achieve positive and lasting changes to fulfil children's rights.

1. Manage advocacy and campaign strategies including:

- Help develop advocacy strategies and lead advocacy efforts to achieve key outcomes for children
- Develop advocacy plans with advocacy manager, implement advocacy projects effectively and maintain financial control
- Work with the program team to ensure substantial integration of advocacy and programmes
- Produce policy briefing papers, policy position statements, articles and public communications related to key advocacy issues
- Help liaise with stakeholders and engage community partners to strengthen our advocacy impact
- Work with Save the Children advocacy global leads and advocacy coordination groups to ensure linkages of local, national and global advocacy issues in a

manner that informs Save the Children advocacy at all levels, and to ensure coherence of messaging

- Work closely with the Marketing & Communications team to advise on media strategy and to make optimal use of local and international media to influence key advocacy targets and public opinion
- In collaboration with the Marketing & Communications team, seek creative and influential routes to profile issues of importance for children

2. **Help manage the Save the Children Youth Ambassador Program and school talks**

- Support the advocacy manager to run the Youth Ambassador Program and school talks
- Promote the program to schools. Build school relationships and serve as the key contact person for schools
- Liaise partners and stakeholders to support the Youth Ambassador Program
- Help develop and deliver training to Youth Ambassadors
- Develop and provide materials to youth ambassadors on a variety of child rights related topics

3. **Undertake research assignments and support research activities:**

- Support quantitative and qualitative research on social issues; analyse, evaluate and interpret data and information collected; draft recommendations based on research findings
- Prepare and disseminate research findings, including writing reports delivering presentations on research analyses, both orally and in writing, to peers, management, stakeholders, government; and answering questions on research design, findings and recommendation

EXPERIENCE AND SKILLS

1. Requirements

- A good honours degree, preferably in social sciences, politics, journalism, government and law or similar emphasis
- At least 5 years relevant working experience, including experience in a range of campaign, research and advocacy techniques and approaches
- Experience in influencing government, and other organisations through representation and/or advocacy
- Experience managing people
- Strong sensitivity to public affairs and policy
- Possession of a higher research degree in public policy and/or with supervisory experience will be an advantage
- Excellent command of written and spoken Chinese and English
- Familiarity with the operation of the HK legislative council
- Familiarity with child rights topics preferred

2. Personal Attributes

- Willingness to engage with different types of individuals and community groups
- Ability to work independently and with a team
- Strong analytical, interpersonal and communication skills
- Ability to work well under pressure
- Self-motivated

APPOINTMENT TERMS

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org.

Personal data collected will be used for recruitment purpose only.