

MAG

saves lives builds futures

Head of Policy and Influence

Candidate Pack

FEBRUARY 2020

Dear Candidate

Thank you for your interest in the role of Head of Policy and Influence at MAG.

MAG's considerable strength and reputation in the sector derives from over 25 years of work across a wide range of countries, primarily in humanitarian mine action but increasingly also in arms management and destruction.

Although it is over 20 years since MAG shared the Nobel Peace Prize for its part in the International Campaign to Ban Landmines, much remains to be done to rid the world of this scourge and to create safe and secure futures for civilians living in the aftermath of conflict.

MAG is committed to staying relevant to the shifting nature of conflict and the changing needs of those affected by it.

In an ever more competitive world, it is essential that MAG is able to prove, and continuously improve, the impact of what we do and the difference we make. We know that people are key to delivering our strategy and to demonstrating our values on a day-to-day basis. We know that quality and adaptability are key determinants of growth and success in a changing world, hence our focus on quality and effectiveness and on developing our work as the needs of conflict-affected communities change.

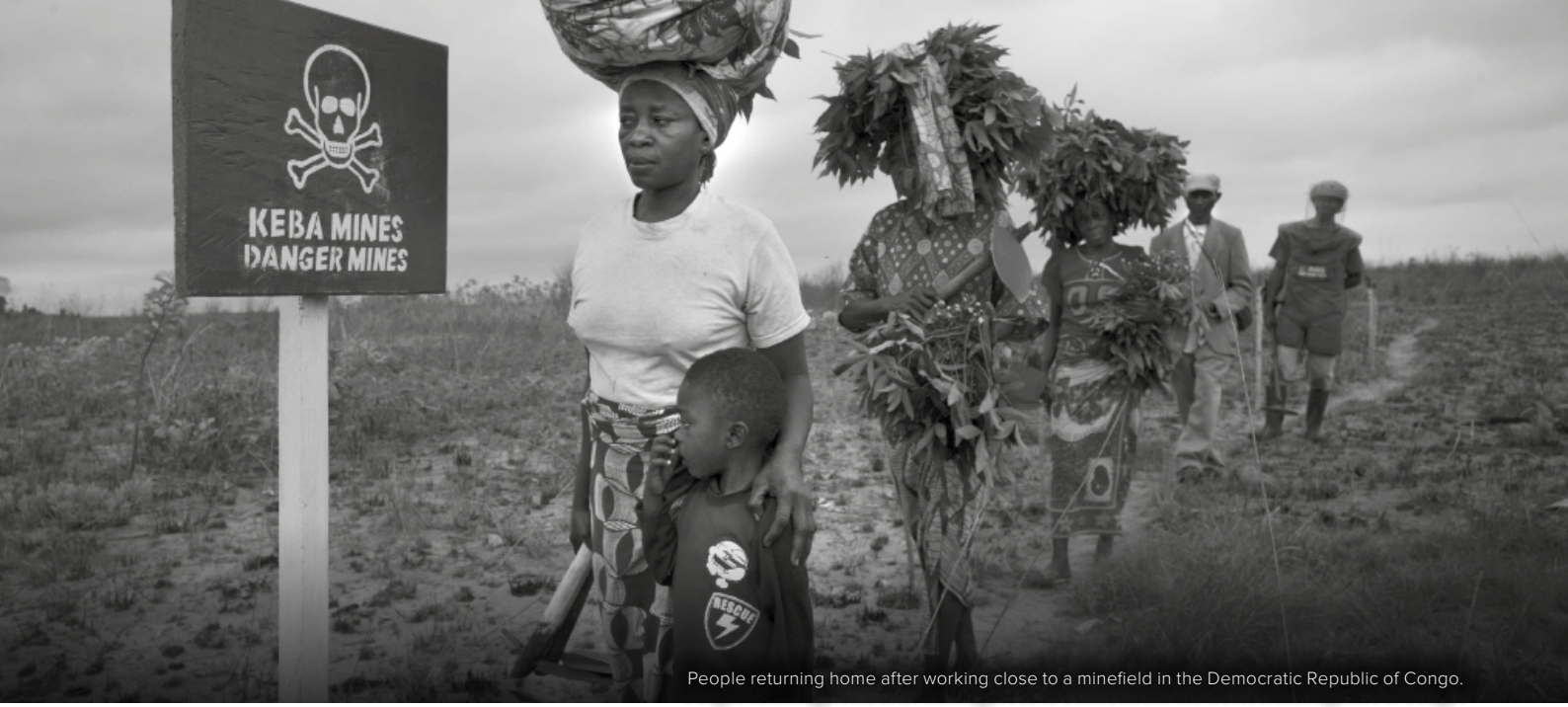
MAG's policy and advocacy work aims to achieve positive change that benefits conflict-affected communities. It does this by a combination of awareness-raising and persuasion of decision-makers, presenting compelling cases for policy continuity or change, based on evidence and experience from our global programme. It gives a voice to communities affected by conflict.

As Head of Policy and Influence, the successful applicant will lead MAG's work to influence widespread positive change in public policy, public perception and actions by key decision-makers in fulfilment of MAG's mission. The Head of Policy and Influence be based in central Manchester and will occasionally be required to travel overseas to our country programmes and to represent MAG at sector events at a senior level. This is an excellent opportunity to join MAG in a key strategic position.

We need an exceptional multi-faceted strategic leader and senior manager in this role, with passion, energy and drive. If you are the successful candidate then you'll be joining an outstanding team in a remarkable organisation, with a clear vision and plan for the future. Also, you'll be supporting MAG in saving life and limb on a daily basis throughout the world, building brighter futures for people affected by conflict.

Best regards,

Jon Brown
Director of Fundraising and Engagement



People returning home after working close to a minefield in the Democratic Republic of Congo.

Who we are

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict.

MAG also provides education programmes, particularly for children, so people can live, work and play as safely as a possible until they clear the land.

Since 1989, MAG has helped over 18 million people in 68 countries rebuild their lives and livelihoods after war.

We believe it is unacceptable that millions of people are trapped in danger and poverty for years after wars end.

We aim to help communities get on with their lives, and get back their futures.

With a headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee. MAG America is MAG's representative partner organisation in the United States, based in Washington DC. MAG America is a registered 501(c)(3) organisation, with an independent Board of Trustees.

OUR VALUES

PRINCIPLED
We adhere to the humanitarian principles of humanity, neutrality, impartiality and independence, placing people affected by armed conflict and violence at the heart of our work.

AGILE
We react quickly and efficiently to changes so that we always offer the right solutions.

DETERMINED
We are resolute in our desire to use our skills and resources to benefit those most vulnerable to armed conflict and violence.

EXPERT
We focus on areas where we have knowledge and expertise, and build on this foundation.

PROFESSIONAL
We adhere to and measure ourselves against internationally-recognised sector standards.

ENABLING
We aim to empower and support those most affected by landmines and explosive remnants of war.



Recent and ongoing conflict means demand for MAG's expertise is greater than ever.

Strategic plan

MAG (Mines Advisory Group) is committed to a clear, bold and exciting direction over the coming five years. During the next five years we will aim to achieve the maximum impact for the maximum number of people in the world's most marginalised, vulnerable or forgotten communities.

The world in which we work is becoming ever more complex and unequal, increasing the impact on communities affected by violence, conflict and insecurity. Their expectations and the views of those who support our work are also evolving. This creates challenges for impact-driven organisations like MAG, but they must be turned into opportunities that achieve results for people.

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons (SALW) and ammunition.

MAG's mission is to save lives and build safer futures.

We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of SALW and ammunition on people and communities.

How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's ambition is to have the maximum positive impact on the maximum number of people by delivering the highest quality programmes and being the most influential mine action organisation.

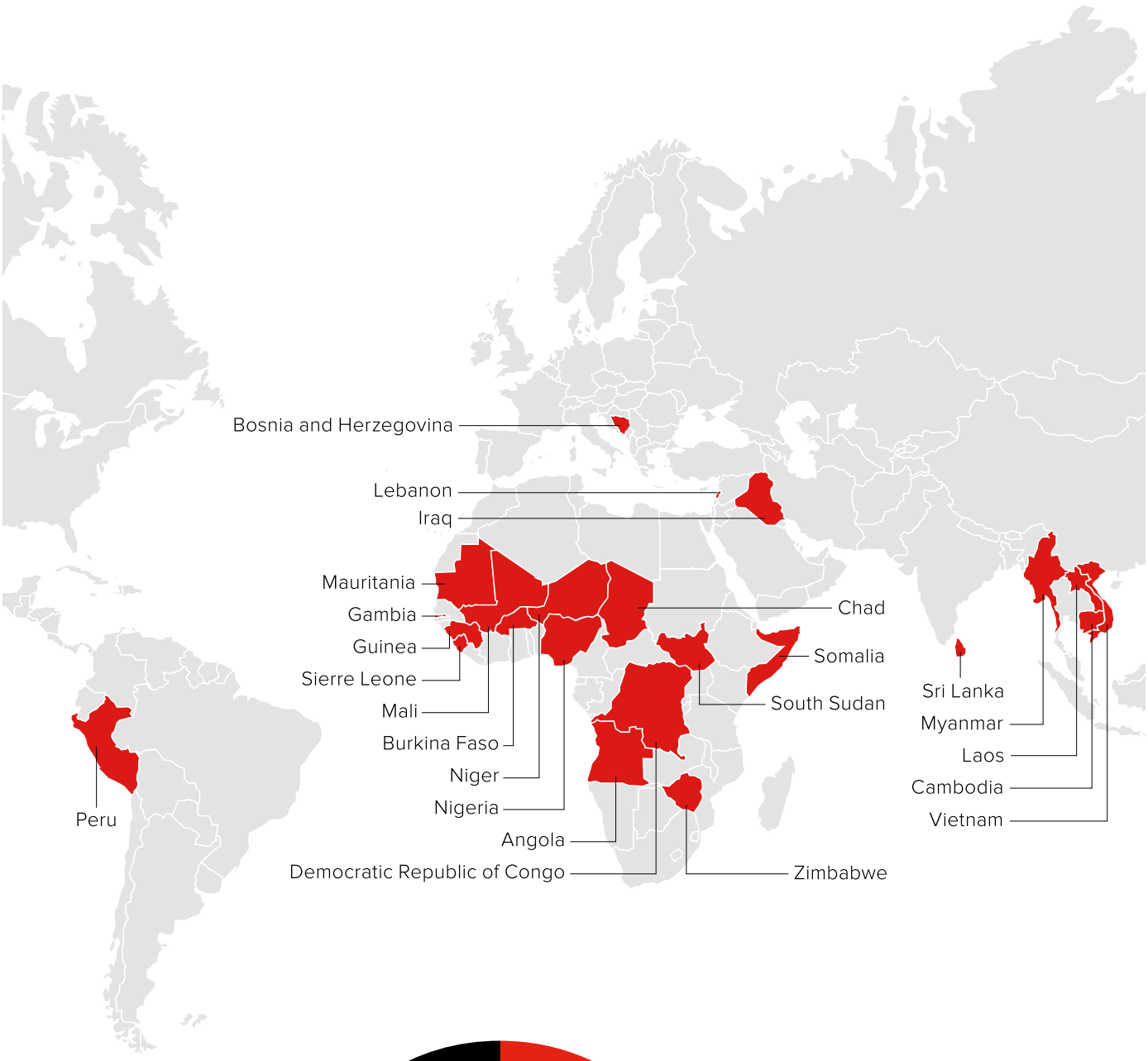
We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision makers. We will be able to assess and measure the impact we are having.

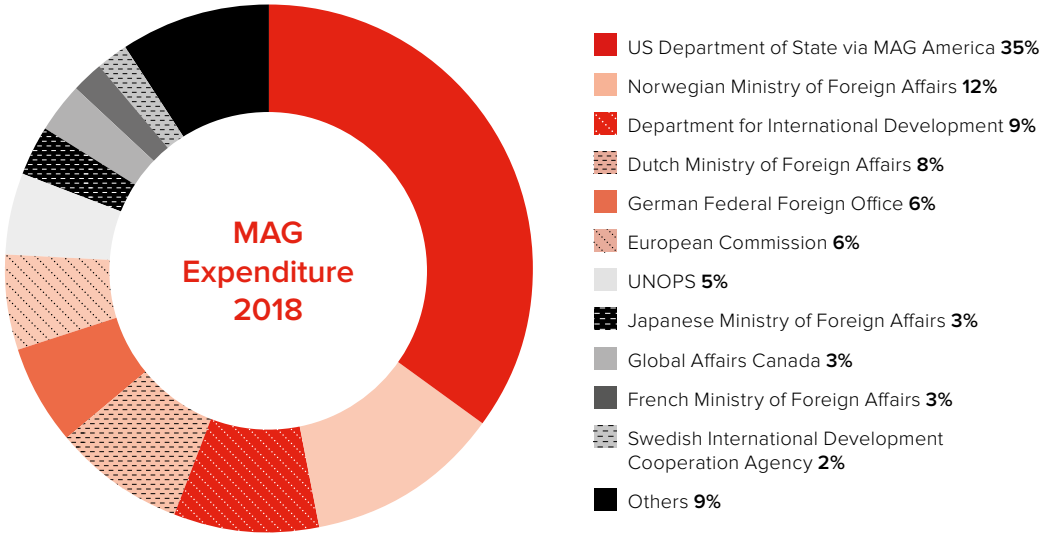
MAG's Strategic Position

We will strike a balance between achieving impact through the implementation of projects and influencing the institutions and systems within the sectors in which we operate. We aspire to be a leader in these sectors. We will strike a similar balance between working alone and working in partnership with other organisations and networks.

MAG will grow sustainably throughout the plan period. Decisions will be taken on a case-by-case basis as to when and how to expand operations or other areas of work, taking into account the need to provide adequate support and accountable management.

Where we work

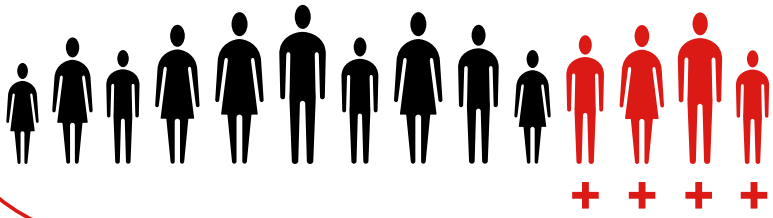




MAG saves lives builds futures

MAG in 2018

Our work directly benefited over **1.4 MILLION** women, girls, boys and men allowing them to live free from fear



This is **400,000** more people than last year



100,000

Over **100,000** landmines and unexploded bombs were removed and destroyed

Which means **55 million square metres** of land was given back to communities to rebuild their lives after conflict

That's almost the size of **8,000 football pitches!**



52,000



We gave **52,000** life-saving risk education lessons

This helped over

ONE MILLION

people to stay safe until their land was cleared



9,000

More than **9,000** weapons were destroyed, helping communities to be safer

MAG saves lives builds futures



Mine risk education in Nigeria

MAG's people and culture

MAG is an exciting and professional place to work. Our 5,500 staff feel close to the work we do and can readily see they are contributing to changing people's lives.

We are a diverse organisation. In line with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 185 international experts and supported by around 75 staff in our head office in the UK.

Our workforce originates from over 60 countries. People are drawn to work for us from a diverse range of backgrounds, and we rely on this combination of skills, experience and perspectives to deliver our work to greatest effect and for the maximum benefit of those who need it.

Using our succession planning to identify, develop and retain talent, MAG is a place where people can develop their skills and further their careers.

In addition to this, MAG has robust operating procedures on Safeguarding, health, safety and security management and, with a focused effort over the last couple of years, duty of care is given high priority across the organisation and staff feel supported when they need it.

MAG's last biennial employee engagement survey had an 85% response rate and our staff said that they feel motivated and committed, recognised, respected and proud to work for MAG. We are considered to be a fair employer.

MAG is committed to equal opportunities in employment, reducing discrimination in the ways we work, valuing differences and maximising them to achieve our goals. This is formalised in a range of MAG organisation wide and cross-cutting policies, including our gender policy.

We recognise that we have grown to a scale where our organisational structures, systems and ways of working need to evolve to respond to increasing demands. At the same time we must not lose the feel of family and commitment which makes MAG what it is. This challenge is an exciting one which we are looking forward to seizing over the coming years.

Job specification

Department:	**Fundraising and Engagement**
Scale:	**HQ 6**
Line managed by:	**Fundraising and Engagement Director**
Responsible for line managing:	**Humanitarian Policy Adviser, Policy and Campaigns Coordinator**
Location:	**MAG HQ**

MAG's Vision

A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission

MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose

To lead MAG's work to influence widespread positive change in public policy, public perceptions and actions by key decision makers in fulfilment of MAG's mission.

To contribute to the leadership of MAG's external facing work through working with colleagues in the Fundraising and Engagement and Programmes Teams.

Job Description

Policy and research

• Provide the conceptual, intellectual and practical leadership to the development, implementation, monitoring and management of strategy for MAG's sectoral, national and international policy influencing work. This will aim to enhance MAG's positive impact on countries or communities affected by conflict and violence.

• Plan and lead MAG's development and research on matters of public policy (national, regional, international), to inform MAG advocacy and influencing on issues of international law and practice relating to conflict, peacebuilding, armed violence, disarmament and related humanitarian affairs.

• Develop MAG's network with research, policy and practice bodies at national, bi-lateral and multi-lateral levels.

• Oversight of the development of policy and position papers on key sector issues and developments for internal and external audiences.

• Develop MAG policy positions based on all of the above and MAG's documented experience from our operational programme work.

Job Description (continued)

Advocacy

• Provide high-level representation of MAG objectives and positions to government, international institutions and other sector entities and stakeholders on relevant policy matters (and/or facilitate the Chief Executive or other Directors to do so)

• Facilitate MAG's engagement at major sector meetings, coordinating content and ensuring that MAG has appropriate expert representation at and input to international, sector and donor meetings.

• Work with the Technical Director to promote learning and innovation in the sectors within which MAG works, including through the production of briefing notes and publications and the delivery of presentation at international meetings.

Campaigning

• Offer leadership on behalf of MAG to the sector as a whole to develop campaigns which will contribute to the achievement of MAG's vision and mission. In this case the definition of a 'campaign' is a group of activities designed to achieve a single objective in policy change or an action by a group of decision makers. These activities may take place in public or private fora.

• Work with the Communications Director to agree public commentary on priority topics and on issues where MAG's voice as a sector actor should be heard. Work with the communications director to co-lead the delivery of a thought leadership programme, encompassing publications and events, which achieves audience cut-through and amplifies MAG's policy positions and humanitarian expertise.

• Work with the Fundraising and Engagement Director, Communications Director and Heads of Fundraising to mobilise the support of formal and informal target groups of people to take action in support of MAG's vision and mission. This may include taking lobby actions, raising voice or donating funds.

Team Management

• Provide leadership, direction, management support and development to line reports and take responsibility for a robust and healthy management culture in the reporting line consistent with MAG values.

• Ensure that all line reports and their teams comply with appropriate internal and external standards, policies and guidelines.

• Manage and motivate the team to perform to a high standard, conducting appraisal meetings in line with organisational policy and agree and review progress towards individual targets on a regular basis.

• Develop and implement the departmental annual business plan ensuring that objectives are achieved and reporting quarterly on progress.

Job Description (continued)

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Strategy development and translating strategic objectives into policy positions.
- Led, designed and conducted research projects.
- Developed and implemented advocacy and lobby strategies.
- Led public campaigning.
- Operated at senior level in the humanitarian or development sectors with a preference for a background in humanitarian mine action
- Led and represented an organisation at the highest levels

Essential Skills and Knowledge

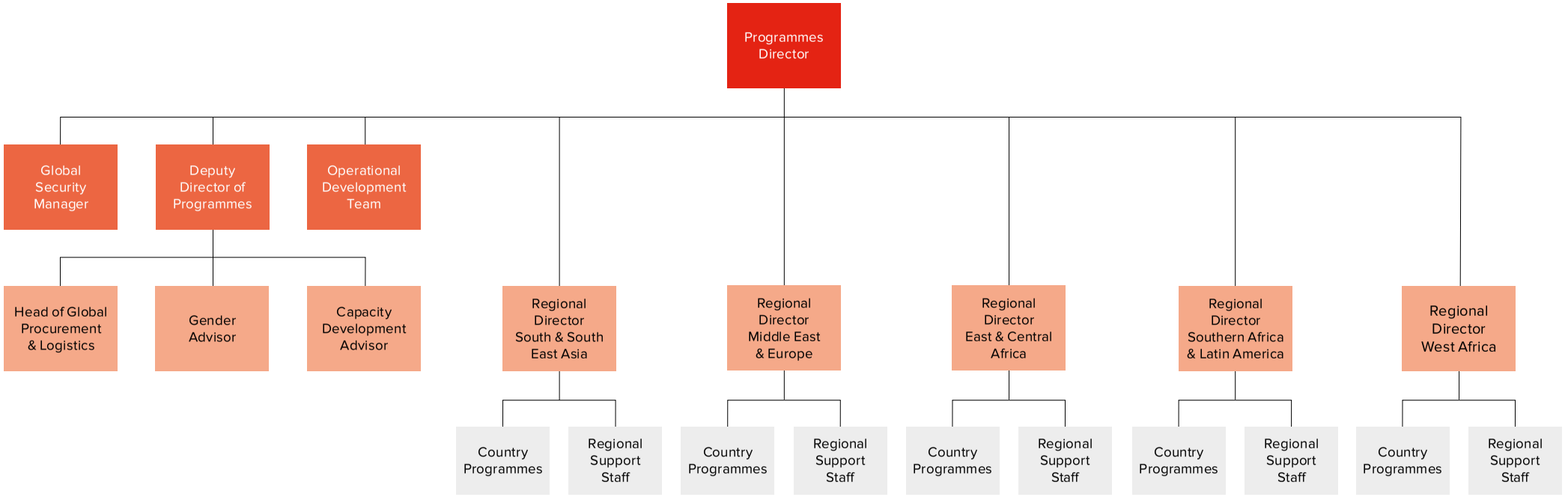
- Strong knowledge of using research and data to achieve impact
- Ability to lead, manage, motivate a team
- Excellent literacy, numeracy and IT skills
- Excellent organisational skills with ability to effectively manage competing demands
- Excellent verbal and written communication skills with outstanding presentation, influencing and negotiating skills
- Excellent attention to detail, with the ability to produce high quality proposals and reports
- Highly self-motivated and able to work autonomously, take initiative and make decisions

Essential Aptitude

- Positive mind-set & solution focused
- The ability to establish effective working relationships at all levels internally and externally
- Adaptable, driven and proactive
- Ability to prioritise work, meet deadlines and work calmly under pressure
- Ability to work diplomatically in a political environment
- Commitment to MAG's strategic direction and core values
- Willingness to travel worldwide at short notice and sometimes in difficult circumstances for up to 8 weeks per year

Desirable

- Higher degree qualification in a relevant subject



MAG saves lives builds futures

Candidate Information

Terms of Appointment

This is a permanent post. The place of work will normally be MAG's headquarters in Manchester although the postholder may occasionally be required to travel overseas to visit MAG programmes.

The Benefits Package

Remuneration

The salary for this post is £50,340 - £56,952 per annum, and the pay ranges are:

Point 1	-	£50,340 per annum
Point 2	-	£51,600 per annum
Point 3	-	£52,884 per annum
Point 4	-	£54,204 per annum
Point 5	-	£55,560 per annum
Point 6	-	£56,952 per annum

It is MAG's firm policy to start all new starters on be Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment, until they reach point 6.

Relocation: A relocation package may be available for this role. For further information on this, you can contact humenresources@maginternational.org. If you're considering relocating to Manchester for this role, you can access MAG's guide to Manchester, here.

Leave

Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.

Other Benefits

MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%.

Ride to work bike scheme: This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000.

Discounts at Retailers: MAG has discounts for between 10% and 15% off at a few local stores in Manchester. Here's a summary:

- Cotswold (outdoors equipment)
- Nomad (selling travel equipment, alongside being a travel clinic)
- Blacks (outdoors equipment)

Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas whilst working for MAG.

Candidate Information (continued)

Other Benefits

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Other Terms

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one hour unpaid lunch break. MAG has a flexible working policy and the details of this can be provided on request.

Probation: The postholder would be subject to a six month probationary period.

Appointment

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

References: All offers of employment will be subject to the receipt of two professional references satisfactory to MAG and verification of your professional membership and qualifications. MAG requires references from your two most recent organisations and your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you and will discuss the process with any successful candidates.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

DBS Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a DBS check. This role has been identified as requiring a basic criminal records check on appointment and once every three years during employment.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

Data Protection: MAG is an international organisation with programmes worldwide, many outside of the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection for personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 22nd March 2020.

Interview Arrangements: Interviews will be held in MAG HQ in Manchester. Reasonable travel expenses for candidates invited to attend for interview will be reimbursed. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within 3 weeks of the closing date, you should assume that your application has not been successful.

MAG

saves lives builds futures



Disarming a Valmara landmine.

Institute of Fundraising
ORGANISATIONAL MEMBER

ISOQAR REGISTERED
UKAS MANAGEMENT SYSTEMS 0026
Cert No. 10650
ISO 9001, ISO 14001

MAG is registered as a charitable company in the UK
Company no: 4016409 • Charity no: 1083008
www.maginternational.org

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