



## Position Description

<b>Role title</b>	<b>Advocacy and Policy Manager</b>
<b>Team</b>	Movement Building & Advocacy
<b>Reports to</b>	Movement Building & Advocacy Director
<b>Hours</b>	40 hours a week
<b>Direct reports</b>	N/A
<b>Delegated financial authority</b>	N/A
<b>Authority to act as organisation spokesperson (media)</b>	As agreed

## Amnesty International

Amnesty International is a global movement for human rights. When injustice happens to one person, it matters to us all. Together, we are powerful. By mobilising the humanity in everyone, we can create a world where our most basic human rights are enjoyed by all.

Amnesty International does this by investigating and exposing human rights abuses, activating our movement of over 10 million supporters from 150 countries worldwide to take action. We work with thousands of international media outlets to expose abusers of human rights and call them to justice.

We support advocates and activists who defend human rights. We put pressure on governments, groups and individuals to ensure they uphold, create or change laws to protect human rights. We educate present and future generations, so that one day, the dream of human rights for all can become a reality.

**Amnesty International is driven to be a transformative human rights movement.** This requires constantly rethinking our ways of working to maximise our ongoing impact. All team members must demonstrate personal and authentic engagement with the three commitments outlined below, be willing to constantly challenge their own worldview, and be dedicated to learning as a lifelong journey.

## **Te Tiriti o Waitangi**

Amnesty International Aotearoa New Zealand (AIANZ) is committed to upholding Te Tiriti o Waitangi.

We recognise the horrific human rights violations and the deep and enduring harm caused by Aotearoa New Zealand's colonial history. Many of the most significant human rights issues Aotearoa New Zealand is grappling with relate to the country's colonial history - the dishonouring of Te Tiriti by the Crown and systemic racism and discrimination. Therefore, solutions must recognise the need to fully and properly recognise Te Tiriti and the tino rangatiratanga of Māori that Te Tiriti upholds. This mahi is fundamental to building an Aotearoa New Zealand that fully realises human rights for all.

We acknowledge as an organisation we have much to learn, but we are committed to being proactive in our learning, to continue to build relationships and our knowledge that will strengthen our mahi to uphold Te Tiriti.

## **Anti-Racist Organisation**

Amnesty International, globally, has committed to be an anti-racist organisation. Anti-racism encompasses a range of ideas and actions that counter racial prejudice, systemic racism, and the oppression of racialised groups. It is rooted in action. It is about taking steps to eliminate racism and providing equal opportunities for all people on both an individual and a structural level.

## **Feminist Leadership**

Amnesty International, globally, has committed to invest in feminist leadership principles. At heart, feminist leadership is about the exercise of power and it seeks to change the use and practice of power to dismantle systems of oppression, including all forms of violence and securing equality regardless of gender, ethnicity, race, sexual orientation, class, age, and ability.

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## **Purpose of the Role**

This role is responsible for developing and advising on advocacy positions/policy for the organisation and developing strategy to achieve our campaign objectives. A key part of this role involves responding to different policies of the day, requiring rapid analysis often within tight timeframes.

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## **Key Responsibilities**

### **Overall responsibility for policy development, analysis and writing**

- Develop policy positions for the organisation as needed, conducting policy analysis to understand the human rights impact and produce sound recommendations.
- Preparation of written documents, including policy summaries, reports and briefings.
- Conduct background research to inform policy as needed.
- Respond to questions and provide information on human rights topics as needed by different parts of the organisation (including both staff and volunteers).

- Monitor developments domestically and in international human rights in line with strategic campaign priorities.
- Provide advice on and review AIANZ materials from a policy perspective for accuracy.

### **Overall responsibility for advocacy strategy and government relations**

- Responsible for developing and implementing advocacy strategy as required to deliver the broader AIANZ strategy and work programme.
- Support the Amnesty team (both staff and volunteers) in advocacy outreach and meetings, as required, including providing background research and pre-meeting briefings.
- Liaise with the Amnesty International Secretariat to ensure timely and relevant information on international work.

### **Stakeholder relations**

- Help to establish and maintain relationships as relevant to the role.

### **General**

- Provide support and strategic advice to the Advocacy and Movement Building Director and across the organisation as needed.
- Staying up to date with current issues, policies and techniques that fall within the advocacy policy portfolio.

### **Health, Safety and Wellbeing (HSW)**

All staff have a responsibility to actively participate in promoting a positive HSW culture at AIANZ and are required to:

- Take reasonable care for their own health safety and wellbeing and ensure that their acts or omissions do not adversely affect the HSW of others.
- Comply with all reasonable safe work procedures and instructions.
- Co-operate with any reasonable workplace policy or procedure relating to HSW at Amnesty International Aotearoa New Zealand.
- Assist with the preparation of risk assessments and safe operating procedures.
- Report all incidents, hazards and near misses to their manager promptly.

**Any other reasonable task which is consistent with the overall purpose of the position.**

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### **Person Specification**

Lived experience in any of the human rights areas AIANZ works in are particularly welcomed.

We welcome applications from prospective employees who already have some knowledge of Te Ao Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learn in these areas.

### **Key Relationships**

- Internal: Campaigns Team, Fundraising, Marketing and Communications Team.
- External: Supporters, volunteers of Amnesty International, rights holders, external partners, MPs, parliamentary staff and government departments.

### **Qualifications**

- Relevant degree for example a Bachelor's degree.

### **Professional Skills/Experience**

- At least 3 – 5 years of experience in a relevant role.
- Previous experience in policy analysis is essential.
- Attention to detail with a focus on accuracy.
- The ability to carry out rapid analysis within tight timeframes is essential.
- Strong knowledge of domestic and international human rights law and relevant international instruments and mechanisms.
- Strong written and communication skills including a proven ability to clearly and simply articulate complex legal and social issues.
- Clear understanding of domestic parliamentary processes.
- Highly developed interpersonal skills, including the ability to build effective relationships.
- An ability to manage and prioritise competing deadlines and to work to tight deadlines.
- Strong work ethic; energy, enthusiasm and flexibility to meet the demands of a campaigning organisation.

### **Personal Attributes**

- An understanding and commitment to Te Tiriti o Waitangi, with a willingness to constantly learn and challenge personal perspectives.
- A commitment to Amnesty International's goal to be an anti-racist organisation in every aspect of our work. Willingness to challenge personal world views and articulate the importance of anti-racism to others.
- Strong affinity with AIANZ's vision, mission and values.
- Accountable, committed to learning, empathetic.
- Ability and comfort working remotely.

### **Desired But Not Essential**

- Understanding and experience in implementing and monitoring projects in a multi stakeholder environment.
  - Experience with events coordination in the non-profit sector.
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### **Special Nature of the Organisation and Role**

Due to the national and global nature of Amnesty International, normal working hours will need to regularly adapt to enable presence and contribution to remote meetings across different time zones or to connect with volunteers and stakeholders at times that suit their schedules. On occasion, this will require meetings in early mornings, late at night, or at weekends.

Travel will be required about every eight weeks to Auckland for one to two days (if located outside of Auckland).

Flexibility and willingness on the part of the individual to work around these factors are critical to the success of this role. With personal wellbeing at the forefront, AIANZ has an effective flexible working policy in place to ensure team members can manage alternative working hours.