

Role Profile

Role Title	COVID-19 Advocacy Project Lead
Reporting to	Head of Policy and Advocacy
Location	One Canada Square, London E14 5AA
Contract	12-month full time fixed term contract (part time/job share considered)
Salary	£27,900 - £34,100

Overview

Doctors of the World UK (DOTW) is part of the global Médecins du Monde (MDM) network, which delivers over 300 projects in more than 70 countries through 3,000 volunteers.

Our vision is of a world in which people affected by war, natural disasters, disease, hunger, poverty, or exclusion get the healthcare they need.

DOTW's UK programme provides direct services and leads policy and advocacy work to help people across the UK who are excluded from health services, such as migrants, refugees, sex workers and people with no fixed address access, to access essential healthcare. Our services are run by volunteer doctors, nurses, midwives, and support workers who provide basic short-term healthcare and help to get people registered with their local GP.

We believe that every person living in the UK has the right to healthcare, and we work to influence public policy and local implementation to reduce health inequalities and ensure access to healthcare for all.

Job Purpose

The COVID-19 Advocacy Project Lead will play a key role in our policy and advocacy team and organisation, delivering a programme of work to ensure everyone in the UK has fair and equal access to COVID-19 services, and supporting the organisation to play a proactive leadership, advocacy, and coordination role in relation to the roll out of the COVID-19 vaccine.

As part of the policy and advocacy team, you will support our evidence-based advocacy work by:

- Analysing and monitoring COVID-19 policy and health service delivery plans, identifying impacts on excluded populations.
- Coordinating the response to the UK's COVID-19 vaccine policy and service delivery plans on behalf of organisations within the sector.
- Producing and disseminating COVID-19 information resources for migrant communities and frontline staff.
- Maximising the impact of data collected in DOTW's services through research and reports.

In this role, you will lead on DOTW's work to build capacity within the health system to provide accessible and equitable COVID-19 services for excluded populations through service planning, commissioning, and delivery, and by identifying opportunities to influence the developing health landscape.

Key Duties	Key Activities
Project delivery	<ul style="list-style-type: none"> • Lead and develop work to influence COVID-19 service and vaccine policy and roll out plans, working with the DOTW programmes team and partner organisations to identify and evidence barriers to COVID-19 services. • Establish mechanisms to coordinate and lead strategic advocacy on behalf of the sector, including coordinating stakeholder groups. • Build, maintain, and manage strong relationships with civil servants, strategic NHS bodies, regulators, service commissioners, and education and training providers. • Work with healthcare commissioners to develop best practice examples of equitable COVID-19 services.

	<ul style="list-style-type: none"> • Manage volunteers, identifying opportunities for volunteers to support project delivery. • Oversee the production and translation of tailored COVID-19 resources for migrant communities and frontline healthcare staff and, with colleagues, develop advocacy and communications plans to maximise the reach of resources. • Support research projects and publish reports to maximise the impact of DOTW's data, providing strategic input and analysis and facilitating data sharing in accordance with DOTW's protocols. • Undertake research, analysis, and publication of DOTW data. • Represent DOTW at stakeholder meetings. • Support the Head of Policy and Advocacy to deliver the organisation's advocacy strategy.
Representation and communication	<ul style="list-style-type: none"> • Identify, develop, and maintain relationships with external organisations, individuals, and networks. • Work with staff and volunteers to ensure appropriate representation on networks and coalitions with an interest in COVID-19 policy and roll out plans and give presentations on key policy issues to a range of people, including political representatives, civil servants, and partner organisations. • Proactively identify opportunities for timely influence and commentary on the announcements, events and launches of key development organisations and government departments, working with the communications team to post blogs, contributing to op-eds etc. • Organise and maintain distribution lists for COVID-19 information resources and policy briefings. • With the direction of the communications team, help respond to media enquiries. • Collaborate with other DOTW chapters and within the international network.
Finance	<ul style="list-style-type: none"> • Manage the COVID-19 advocacy project budget, providing regular budget reports to the Head of Policy and Advocacy
Reporting	<ul style="list-style-type: none"> • Support the monitoring and evaluation of work related to the COVID-19 advocacy project. • Report regularly to the Head of Policy and Advocacy on the delivery of the project against time and budget. • Prepare reports on the progress of the project for the funder(s) as required. • Support the Directors to report to the Board of Trustees on the impact of, and lessons learnt from this work.
Other duties	<ul style="list-style-type: none"> • Contribute to the development and delivery of DOTW's strategic plan. • Other ad hoc duties as required.

General	<ul style="list-style-type: none"> • To be open to change and demonstrate a flexible and adaptable approach. • To work collaboratively with others and be a supportive and effective team member. • To participate in training and other activities as requested by the organisation. To ensure that all activities undertaken on behalf of DOTW, externally or internally, are executed in accordance with the overall aims of the organisation and in line with our policies and procedures.
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Stakeholder and Customer Service	To provide quality customer service to all our respective audiences and stakeholders and comply with our quality management protocols
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Level of Budgetary Responsibility	Low
Key Working Contacts	All DOTW UK teams; MDM international HQ and subject specialists at MDM France

This is not intended to be an exhaustive list. Your role description may be subject to change.

Person Specification

Job Title

COVID-19 Advocacy Project Lead

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
Communicating with others	Use strong interpersonal and communication skills, both written and verbal, to build relationships, negotiate with and persuade a wide range of audiences.
Team working and interpersonal skills	Promote a constructive climate; actively contribute across teams to develop good team working and team relationships; support others to achieve their aims; build consensus; be friendly, helpful, and supportive.
Managing resources	Work in an efficient and effective manner; seeking to achieve the greatest impact; be cost-conscious.
Drives continuous improvement	Value feedback and learning; adapt to change seamlessly and be prepared to try doing things differently; encourage the development of new ideas; implement changes intended to make improvements willingly; respond positively to feedback.
Customer service	Strive to achieve excellence; set and develop benchmarks; take responsibility; resolve queries; be approachable, positive, and responsive
Managing yourself	Show strong project management skills, experience, and ability; take pride in achieving results.
Delivering and meeting business plan	Show the impact of the work for which they are accountable; monitor progress; be committed to achieving high quality; demonstrate common sense.

RELEVANT EXPERIENCE

The successful candidate will have experience of:

- Achieving positive change or delivering successful projects
- Working across teams to deliver a shared objective
- Working in partnership / across organisations
- Coordinating stakeholder engagement
- Working to advance the rights of excluded populations
- Managing a project from start to finish
- Creating formal documents for public use
- Analysing qualitative and quantitative information and presenting findings in an accessible and persuasive form
- Presenting information externally, for example, presentations or training sessions
- Managing resources and budgets
- Reporting on project progress and budgets
- Working with the UK health sector, including building relationships with medical professionals
- Lived experience of migration, the asylum system and/or exclusion from health services (desirable)
- Patient / service user engagement (desirable)

SPECIFIC SKILLS AND KNOWLEDGE

The successful candidate will have the ability to...	The successful candidate will have knowledge of...
Communicate verbally and in writing at a level appropriate for high level external representation (lobbying, presentations) and tailor communications to different audiences and cultures.	The health service and system in the UK, including current priorities with regard to inclusion health and inequalities.

Forge relationships internally and externally to achieve buy-in and develop partnerships.	UK health public policy context; government structures and legislative frameworks.
Work independently, prioritise effectively and work to deadlines.	Knowledge of migrants' entitlement to healthcare in the UK.
Represent the organisation to senior external interlocutors; to negotiate and influence successfully.	Project management tools and techniques.
Behave pro-actively, looking for and maximising opportunities and relationships.	

Date Created	December 2020
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