**ROLE PURPOSE**

**Role Title:**
Advocacy & Policy Manager

**Division:**
Global Program

**Location:**
Beijing, China

**Date:**
25 June 2023

**Employment type:**
Full time Fixed-term contract

**Reports to:**
Country Manager

**Number of direct reports:**
None

**Leadership Band:**
Leads Others

**Purpose of the role:**

The **Advocacy & Policy Manager** is accountable for leading the design, delivery and monitoring of FHF’s advocacy program in China, aimed at achieving policy and practice changes that improve quality and access to eye care services. The role is responsible for leading advocacy activities and relationship management with key decision makers at the national level, as well as supporting FHF’s advocacy activities at the provincial level alongside FHF’s China Program team. The role is also responsible for providing guidance and technical support to advocacy planning and implementation in the two other country programs in the FHF China cluster (Cambodia and Laos).

The **Advocacy & Policy Manager** will own the outcomes of:

1. Lead the development, implementation, and monitoring of progress against FHF China Program’s advocacy initiatives, with a focus on leading the main systemic national advocacy project (Government Engagement and Advocacy Phase III) and strategic advocacy objectives as articulated through the China country strategy and relevant projects (on behalf of and in conjunction with the Country Manager).
2. Development, implementation, and regular review of FHF China’s strategic influencing agenda, including through regular analysis and identification of policy windows opportunities and entry points for FHF to influence and collaborate with key government partners to achieve FHF strategic goal and objectives.
3. Build and manage influential advocacy and policy relationships with government, NGOs, media, networks, and partners, developing creative ideas for raising the profile of eye health and promoting the integration of eye health into general health and social development priorities.
4. Capacity building and technical support to staff and partners in China and the FHF China cluster to strengthen strategic advocacy and influencing skills, and to improve integration of advocacy within program design and implementation (overall strategy, appropriate messages, influencing tactics and monitoring and evaluation)
5. Work with the communication team in FHF Hong Kong and Global Offices to promote eye health profile and branding of The Foundation in China.
6. Lead the setup of Advocacy team in delivery of advocacy program activity ensuring alignment with objectives and achievement of outcomes through people management that supports an engaged and empowered team.
7. Represent FHF in key national advocacy forums and groups in China and represent the FHF China Cluster on the internal Advocacy Leadership Group (ALG), responsible for oversight and monitoring progress against the Foundation’s organizational Advocacy Framework.
8. Other tasks as requested by your manager.

**Our Capabilities:**

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Minimum 8 years’ demonstrated strength and experience working in policy development and/or the strategic planning and implementation of advocacy work in China, preferably with reputable international or national health development organizations.
- Strong understanding of the Chinese government system, policy and decision-making processes and protocols at national and provincial levels.
- Significant experience of engaging with policy makers and experts at senior levels in China to achieve advocacy objectives, preferably in a health-related context.
- Proven experience developing policy advocacy strategies and initiatives targeted at a variety of internal and external audiences.
- Experience working in government at national or provincial levels highly desirable.

**Skills:**

- Ability and demonstrated experience building relationships with and engaging with senior decision makers in government on policy and practice issues in the China context, particularly at the national level.

**Qualifications:**

- Master’s degree and/or at least 8 years’ experience working in health and social policy, public health or international development.
- Excellent interpersonal, negotiation, advocacy, conflict resolution & issues management skills, and the ability to develop relationship at all levels.
- Clear understanding of and experience with government policy and decision-making processes related to health and/or social programs at the national and provincial levels in China is highly desirable.
- Ability and demonstrated experience in project management, advocacy planning, objective setting, and implementation, and monitoring project progress and impact.
- Ability and demonstrated experience in designing and delivering training and capacity building activities, preferably in the area of advocacy and influencing.
- Excellent verbal and written communication skills with high proficiency in English and Chinese languages.
- Resourcefulness, flexibility, and the ability to prioritise and handle multiple requests concurrently, and to work to tight deadlines when necessary.
- Demonstrated experience in coordinating working groups or networks of partners and/or organisations working on issues of shared interest highly desirable.
- Good computer and Internet skills

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<thead>
<tr>
<th>Travel:</th>
<th>The position involves:</th>
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<tr>
<td>International and Domestic</td>
<td>This position does involve “Working with Children” either direct or indirect.</td>
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**Additional Responsibility:**
Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**
- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children