

Advocacy Associate

Job Opportunity – March 2022

Key details

Salary	Based on a UK appointment £35,000 - £45,000, dependent on experience. For individuals based outside of the UK, the offer will be adjusted to reflect national market rates.
Hours	Full time, 37.5 a week but flexible working will be considered.
Annual leave	26 days entitlement plus the public holidays of your country of residence.
Location	Home-based, remote working. We will consider applications from time zones of up to 5 hours +/- GMT. Applicants must have the right to work in their country of residence as we cannot provide work visas for any country.
Contract type	Permanent employee for those with the legal right to work in the UK; self-employed contractor for all other countries.
Reports to	Data Engagement Manager. No direct reports.

About Open Ownership

Open Ownership (OO) is driving the global shift towards transparency over who owns and controls companies, known as beneficial ownership transparency. We are working to create a world where governments, businesses, and citizens can readily access and effectively use accurate, complete, and high-quality evidence and information on the true owners of companies, not only to achieve transparency, but to reduce key global and national risks such as corruption and tax evasion, and create a more sustainable business environment.

To achieve this our team of policy, technology and programme delivery experts:

- Provides technical assistance to implement beneficial ownership transparency reforms
- Builds technology and capacity to use beneficial ownership data
- Conducts research and advocates to shape global policy and practice

We are a remote organisation with a global team of 13 individuals based in Argentina, Indonesia, the Netherlands, Nigeria, South Africa and Zimbabwe as well as the United Kingdom (UK) where currently 50% of the organisation is based. We are a fast-paced environment with an emphasis on agility and flexibility. People who enjoy learning and variety in their work will be particularly well-suited for our team. Although home-based, our remote team does meet in-person at least twice a year (restrictions allowing) so some international travel will be required.

Purpose of the post

This is a new post that will play a key role in delivering OO's strategy for global advocacy. Working closely with the Data Engagement Manager, Director of Policy and Advocacy and colleagues throughout the organisation, the role will organise and support delivery of advocacy and capacity building activities across OO's programmes of work.

At the global level, OO's advocacy aims to drive up international standards, policies and practices on beneficial ownership transparency (BOT), and share our resources and evidence on how to implement BOT, and why doing so effectively matters. Our aim is to extend the impact of our work beyond countries where we provide direct technical assistance, and the focus on sharing knowledge with key actors at global and regional level is key to achieving this.

An important strand of our advocacy work for the 2022-2025 period will be carried out within our Opening Extractives programme. This five year programme, delivered jointly by OO and the Extractive Industries Transparency Initiative (EITI), is now in its second year. The main advocacy objective for the coming year is to create and share expertise and recommendations on key BOT issues that national governments are facing as they implement reforms, and forge mutually beneficial partnerships that help navigate barriers that are preventing reforms from progressing. To do this effectively, OO's policy and advocacy team will work closely with our country implementation team and with our colleagues at the EITI.

Key tasks and responsibilities

1. Support delivery of OO's advocacy activities

- Research advocacy opportunities and targets to identify and document relevant political and organisational information that can inform OO's advocacy actions;
- Represent OO within relevant international and regional coalitions, and at external meetings to support delivery of OO's advocacy;
- With the support of colleagues, initiate and maintain relationships with key advocacy targets and allies, using these to identify opportunities to advance OO's advocacy objectives;
- Provide support to the planning and organisation of advocacy and capacity-building meetings and training sessions with national and international governments, civil society, business and multilateral stakeholders, working with colleagues to develop agendas, content and advocacy objectives, and coordinating administrative tasks and logistics;
- Provide logistical and administrative support to ensure the smooth delivery of OO advocacy events, held both virtually and in-person, liaising with OO's communications team to publicise and share information on events through public communications channels where appropriate.

2. Produce persuasive content to enable OO's advocacy

- Produce and contribute to developing materials for advocacy, such as briefings and talking points that are based on OO's research and evidence-based policy positions;
- Author blog posts and other communications products that advance OO's advocacy objectives;
- Create presentations and training materials to support delivery of OO's capacity-building activities for government, private sector and civil society stakeholders;
- Coordinate with OO's communications team to ensure that advocacy content is published and disseminated to relevant audiences through OO's communications channels as appropriate.

3. Organise and track OO's advocacy work

- Coordinate and track OO's work with targets for global advocacy, including working with the team to identify, document and take forward new opportunities, coordinate internal advocacy meetings and maintain OO's virtual task board;
- Maintaining a calendar of advocacy opportunities relevant to OO's work, using our cloud-based events calendar and working with colleagues in

communications to ensure relevant opportunities and events are flagged for promotion and used to disseminate advocacy messages;

- Coordinate the monitoring of progress and impact of OO's advocacy work, working with colleagues to evaluate progress, identify and take forward learning opportunities, and make continuous improvement to our advocacy activities.

- Undertaking any other activities consistent with the purpose of the role, as directed by OO's policy and advocacy team.

Candidate profile

We are seeking an action-oriented, well organised and articulate individual who can bring three or more years' relevant experience for the skills required for this role. This role is ideal for a candidate who wants to build their professional advocacy experience in a dynamic, fast moving global environment.

The successful candidate will demonstrate the following skills and attributes:

- Three or more years' experience of supporting or undertaking advocacy or policy-oriented research activities and/or working in policy-making;
- Experience in a relevant field (e.g. governance, law, anti-corruption, open data), ideally with an international focus or in multiple national contexts;
- Experience engaging and building relationships with stakeholders in government, civil society, multilateral institutions and/or the private sector;
- Excellent writing skills, with an ability to distil and convey complex ideas to a variety of audiences;

- Experience producing written content to support advocacy, such as briefings and letters;
- Fluent business English with excellent communication skills, both written and verbal (other languages in addition would be an advantage, in particular French, Russian or Spanish);
- Willingness to travel internationally (when permitted under relevant COVID-19 restrictions);
- Proficient with G-Suite and Microsoft Office applications;
- An ability to self-organise and work autonomously in a remote organisation across multiple time zones;
- A quick learner, able to swiftly understand information about complex issues;
- An organised and action-oriented professional with excellent attention to detail;
- Entrepreneurial and able to look for opportunities to solve problems; you will be adaptable to changing contexts.

Application process

We want to hear from all voices, and particularly encourage individuals of diverse and marginalised communities to apply. If there is a requirement in the job description which you feel you don't quite meet but you are still keen to apply then please do.

Please note that Open Ownership is a fiscally sponsored organisation and the contract will be executed in the name of our fiscal sponsor Global Impact, a non-profit, on behalf of Open Ownership.

Open Ownership uses the [Applied](#) platform for our recruitment which is designed to promote diversity and inclusion through anonymised applications and scenario-based questions. Our initial process will be solely based on your anonymised answers within the Applied platform. We will also ask you to submit your CV, but your CV will not be reviewed unless we decide to invite you to interview. If you reach the final stage of interviews, we will retain your details for future posts at Open Ownership, unless you tell us otherwise. [To apply, please complete the question-based process here](#) by 23:59 BST on 27th March 2022.