



Join our team

Senior Policy Adviser

Mary, 76, who lives in a
refugee camp in South
Sudan after fleeing conflict.
© Peter Caton/
Age International

About Age International

Age International is a charity which responds to the needs and promotes the rights of older people, focused on those facing challenging situations around the world. We are a part of the Age UK Group and are the UK member of HelpAge, a global network which supports older people across the world. We are also the only member of the Disasters Emergency Committee (DEC) which specifically delivers age-focused humanitarian response in emergencies.

Age International recognises that around the world, there are increasing numbers of older people whose basic needs are not being met, and whose human rights are being overlooked, leading to increasing inequality and injustice.

We strive for a world where older people are respected and valued, their voices are heard, their contributions are recognised, their basic needs are met, and their human rights are realised.

We focus on

Healthy ageing – in collaboration with local and global partners, we work to safeguard the health, wellbeing, and dignity of older people. We advocate to ensure older people have access to health services and are included in Universal Health Coverage.

Tackling ageism – we support older people to know their rights and hold governments accountable. We are calling for a new United Nations convention on the rights of older people.

Delivering inclusive humanitarian aid – we support older people through emergencies and help them rebuild after crises. We advocate for age-friendly humanitarian response.

Ageing work and income – older people in low and middle-income countries often must continue working through later life just to afford the basics. We campaign for older people to receive pensions, or support to generate a secure income.

Working with our partner HelpAge International to deliver our work – we raise funds from the UK public and other donors, which support the HelpAge global network to implement programmes directly, and through local partner organisations.

“I’m proud to work for Age International. We have a great team and a unique mission. I’ve visited older people supported by emergency response and longer-term development work: we really make a difference!”

Alison Marshall

CHIEF EXECUTIVE
OFFICER



Our Values

We are
AMBITIOUS

We are
PURPOSEFUL

We aim to be
**BRILLIANT
PARTNERS**

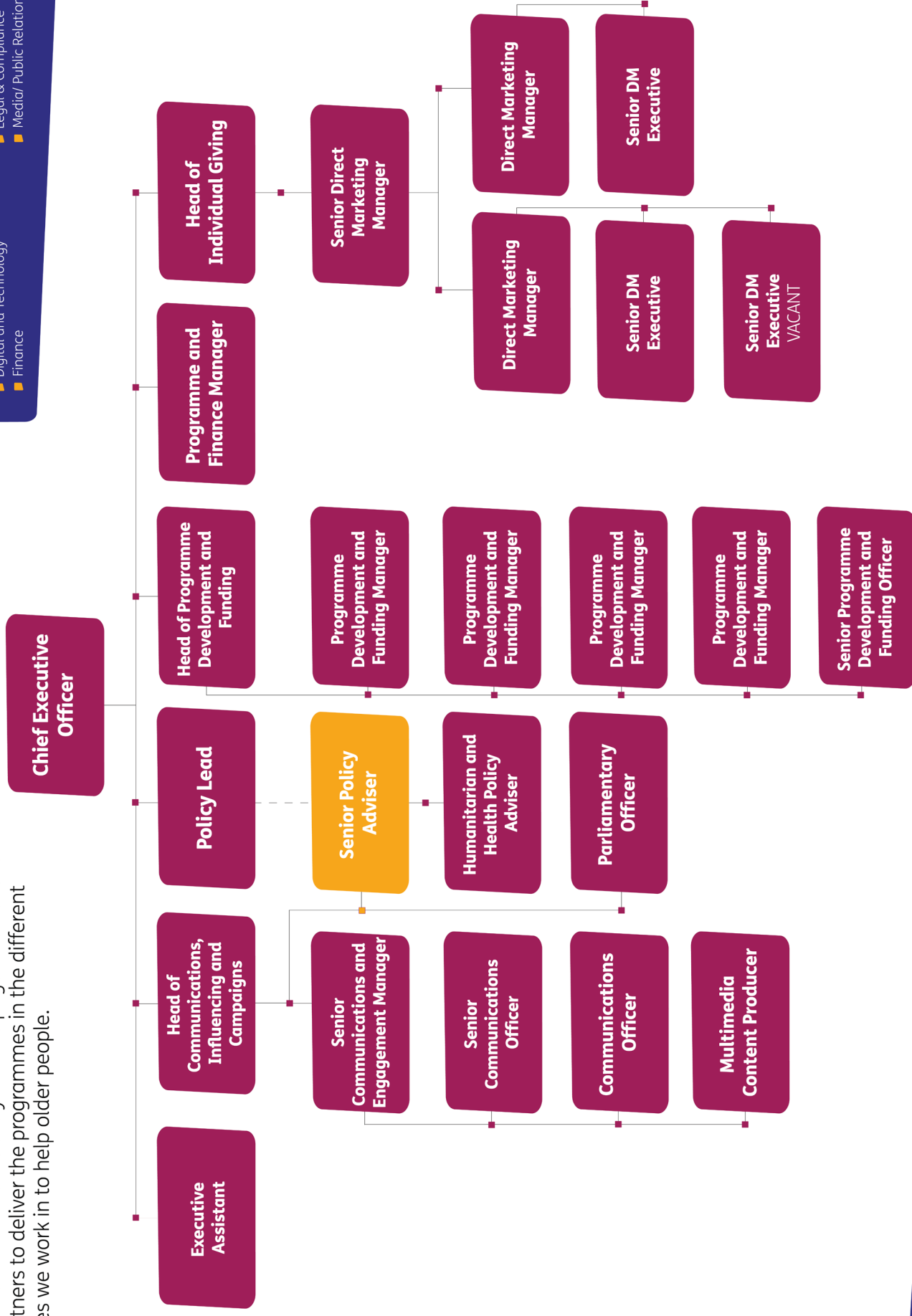
We **BUILD**
EACH OTHER
UP

Who we are

Age International is a small organisation in headcount however we are lucky to be part of Age UK and can share support teams. We work closely with HelpAge International and partners to deliver the programmes in the different countries we work in to help older people.

Age UK Shared Services

- Brand Services
- CRM and Supporter Engagement
- Digital and Technology
- Finance
- Governance
- Internal Comms
- Legal & Compliance
- Media/ Public Relations
- People
- Policy
- Public Affairs
- Research





We're an
**Age-friendly
Employer**

Meseret, 80, is the sole carer for her great-granddaughters in Ethiopia.
© Katie Barraclough/Age International

Senior Policy Adviser

The job, in a nutshell

This is a superb opportunity to join a small but mighty organisation, with a strong mission to champion older people's rights internationally. You will lead our external-facing policy and influencing in the areas of Gender and Climate, ensuring the experiences and contributions of older people are central to these policy spaces. We have made significant progress in recent years, and your evident track record will help take our work into its next stage. This is an ambitious brief, so your strategic thinking and ability to prioritise will be key.

Key purpose of the role

1. To lead the areas of Gender and Climate for Age International's policy and influencing work, in support of the organisation's strategic influencing objectives - including influencing relevant external stakeholders.
2. To line manage the Policy Adviser (Health and Humanitarian) and support other Influencing colleagues.
3. To facilitate collaborative working relationships for increased impact.
4. To ensure high quality policy analysis and communications.

What you'll do for us

Policy influencing leadership

- Provide leadership for Age International's influencing work in the areas of Gender and Climate and how they crosscut with the thematic priority areas of Rights, Health and Humanitarian, including by providing insight to colleagues on the policy landscape and strategic guidance on where Age International should focus its efforts for best impact.
- Develop and deliver influencing strategies which include the policy changes sought, the target decision-makers and influencers, key dates and allies. Evaluate, review and regularly update strategies and plans in line with political shifts, the changing external environment and policy trends. Report on progress and results regularly.
- Maintain and develop influencing relationships with strategic policy makers, NGO counterparts and coalition partners, and research partners to achieve influencing objectives.
- Represent Age International with external stakeholders, including government, civil society and multilateral organisations, using public speaking opportunities to further Age International's influencing objectives.

Line management and policy influencing support

- Line manage the Policy Adviser (Health and Humanitarian), ensuring clear objective setting, support for professional development, and appropriate pastoral care in line with organisational guidance.
- Support and deputise for the Policy Lead in implementing and reporting on advocacy strategies to influence key UK stakeholders, including parliamentarians, civil servants, civil society organisations, to improve the lives of older people in low and middle-income countries.
- Provide expert and thematic support to Influencing colleagues (e.g. Parliamentary Officer, Policy Lead, CEO) in preparing for meetings, writing updates for Parliamentarians, and production of materials.

Collaboration for increased impact

- Convene internal quarterly climate update, co-ordination and sharing meetings across Age International teams. Provide support to Age International colleagues across teams on policy influencing and thematic content areas, including mentoring where appropriate.
- Co-ordinate with relevant staff at HelpAge International, Age UK and across the HelpAge global network to drive strategic collaboration, share intelligence and ensure our approaches to influencing work are aligned, and to provide advice and support where relevant.
- Identify and create opportunities for Age International to promote its influencing messages and collaborate with external partners and coalitions in the UK to achieve greater impact (e.g. get Age International's key messages into coalition campaigns / asks / materials).

Location

Hybrid home/office (London EC3)

Hours

28 per week

People management

Yes

Division

Age International

Department

Communications, Influencing and Campaigns

Line Manager

Head of Communications, Influencing and Campaigns



- Keep abreast of Age International programmatic developments through the Programmes and Development Funding team and HelpAge International colleagues to draw on up to date evidence and ensure policy influencing and broader stakeholder engagement aligns.
- Work with Communications, Influencing and Campaigns colleagues, to ensure the voices and agency of older people are placed at the centre of Age International's work.

Policy analysis, research and communications

- Analyse the UK's international policy landscape in support of Age International's influencing priorities in the areas of climate change and gender, ultimately seeking to achieve better outcomes for older people in low and middle-income countries.
- Analyse evidence, identify gaps in data and highlight solutions to the challenges facing older people globally to UK policy audiences e.g. through submissions, responses to call for evidence, targeted letters, blogs and input to other influencing material such as pieces for the website and social media
- Commission and oversee research (when budget allows) to achieve Age International's influencing objectives, including the management of budgets and consultants.
- Produce high-quality and strategic influencing materials in collaboration with the Communications Team, including editing and writing reports and articles for internal and external audiences, and submitting evidence to policy stakeholders.

What we need from you

The below competencies will be assessed at the indicated stage of the recruitment process:

Application = A, Interview = I, Test and/or Presentation = TP

Must Haves

Experience

- Experience of effective communications with diverse UK and international policy stakeholders across barriers of language, culture and power dynamics. (A I)
- Experience of research and policy analysis and translating complex data and evidence into engaging written content for a variety of audiences. (A I)
- Experience of influencing stakeholders at different levels within UK political / policy and international institutions to achieve policy change. (A I)
- Experience of participating actively in and/or coordinating civil society networks and working groups to influence decision-makers collaboratively. (A I)
- Line management experience, including enabling clear objective setting and supporting professional development. (A I)

Skills and Knowledge

- Ability to take a strategic approach to stakeholder influencing and to align policy work with influencing goals. (A I TP)

- Ability to build effective working relationships internally and externally, to consult, negotiate and build support for initiatives across teams and with partner organisations, balancing collaborative working and listening skills with the ability to promote Age International's agenda. (A I)
- Ability to represent Age International with senior-level external contacts. (I)
- Ability to deal with situations that require a high level of tact and diplomacy. (I)
- Excellent written and oral communications, matching tone and style to different audiences and occasions. (A I TP)
- Ability to attend events related to areas of focus, in the UK and very occasionally to travel internationally. (I)

Personal attributes

- Fully supportive of Diversity, Equity and Inclusion. (I)

Great to Haves

Experience, Skills and Knowledge

- Knowledge of international development, including an understanding of UK, European and global institutions and their policy processes. (A I)
- Knowledge of global population ageing and the views, needs and aspirations of older people in lower and middle-income countries. (A I)
- Experience of leading projects, including managing budgets, collaborating with multiple partners and commissioning consultants. (A I)
- Experience and knowledge of the history of gender and development, and the structural issues that necessitate a feminist, decolonial approach to policy analysis. (A I)
- Ability to apply gender analysis, tools, concepts and approaches to a broad range of organisational contexts. (A)
- Understanding of climate change as it relates to older people and the globally ageing population, humanitarian contexts, as well as key concepts such as adaptation, mitigation, loss and damage and an appreciation of the key NGO calls for change. (A I)




This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

Contact information

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 AgeInternational
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 [age_international](https://www.instagram.com/age_international)

HelpAge International UK, trading as Age International, is a registered charity (no. 1128267-8) and a subsidiary of Age UK (charity no. 1128267 and registered company no. 6825798); both registered in England and Wales. The registered address is 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Bheru is helping his community
fight the climate crisis in India.
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