



POLICY AND ADVOCACY MANAGER- JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION	2 YEARS
LOCATION	Nairobi
DIRECT SUPERVISEES	<ul style="list-style-type: none">• Advocacy Officer• Advocacy Assistant
RELATIONSHIP WITH OTHER DEPARTMENTS	<ul style="list-style-type: none">• Subject Matter Experts, Line Managers and Project Leads within the Programs Department• Functional Leads from other departments

JOB PURPOSE

Reporting to the Programs Director, the Policy and Advocacy Manager will support the development and delivery of an ambitious advocacy strategy in line with the vision, mission and objectives of HFHK. The Manager will support the implementation and shaping of advocacy across strategic priorities of the organization. S/he will represent the organisation in national conference as a way to position the organisation work through networking and collaboration. This Job Holder also ensures quality control and compliance with advocacy requirements. This manager is a key contributor to networking, positioning and partnership building for HFHK by attending national events, conferences, and coalitions. S/he also contributes to national strategy development and implementation.

KEY RESPONSIBILITIES

POLICY ANALYSIS

- Analyse policies, strategies, regulations and institutions on adequate and affordable housing and recommend actions to promote adequate and affordable housing
- Analyse key international political and policy trends in areas related to HFHK's work, with a specific focus on access to adequate and affordable housing
- Support with policy analysis at country level. Offer guidance; help locate expert advice (internal or external); assist in the collection of best practices and the promotion of successes.
- Leads the planning of research activities, based policy needs and executes research tasks as determined in collaboration with other subject matter experts
- Ensure policy compliance of national advocacy programs, ensure quality management of national advocacy programs, and validate GMT reports.
- Liaise and coordinate with other subject matter experts in the organization and within the Habitat network to ensure policy and advocacy are mainstreamed across Habitat programs.
- Supports subject matters experts and project leads in power and access mapping (general housing and campaign-specific planning), mobilizes own network for getting opportunities for introductions with decision makers and provides input for preparation of meetings, participates as necessary

- Monitors trends and changes in housing policy and proposals of different stakeholders to ensure appropriate and timely reactions; contributes to creation of policy on HFHK's reactive advocacy engagement as well as corpus of basic statements and opinions on key issues

ADVOCACY ACTIONS

- Deliver clear advocacy strategies to influence decision-makers, the media, wider civil society and policy makers
- Work with HFHK's advocacy Teams to identify key advocacy opportunities, co-ordinate activities and to maximise positive impact.
- Provide overall leadership, vision, strategic direction and management of advocacy and ensure that advocacy is an integral part of HFHK's Theory of Change and Business Plan
- Contributes to development of proactive advocacy campaigns (research and knowledge generation and dissemination; development of advocacy proposal; networking and lobbying plan); explores funding options and contributes to creation of grant proposals as necessary
- Develop and update HFHK's advocacy strategy, budget and implementation plan
- Contribute to HFHK's advocacy initiatives and campaigns outside in Kenya.
- Lead efforts related to capacity building of field advocacy staff and local partners as well as increased awareness and knowledge of other staff on advocacy issues
- Review and contribute to major grant proposals to ensure funding for advocacy initiatives
- Provide strategic guidance and advice to the advocacy team, by conceptualising new campaigns initiatives
- Ensure advocacy coherence with global the level and reinforce strong and effective synergies between programmes and advocacy to maximise HFHK's impact, especially ensuring evidence and best practice inform advocacy
- Lead on the development of relevant and realistic advocacy and related communications plans and coordinate their effective implementation

COLLABORATIONS

- Convene and facilitate stakeholder meetings and support key events, with a particular focus on engaging and collaborating with local partners
- Support strategic relationships among relevant networks, decision makers, experts, allies, partners, and other stakeholders
- Lead in the development of relationships and partnerships and represent the organization in key networks, ensuring that participation reflects the perspective of our field experience and key policy priorities
- Engage at high levels of government (national, county and local) and with other sector stakeholders on HFHK advocacy issues
- Make presentations and advocate for HFHK in parliamentary committees and other public platforms
- Build strong relationships with different organizations and civil society organisations on specific policy and advocacy initiatives
- Contribute to further developing the organisation's stakeholder engagement approach, including curation of management tools
- Position HFHK as the leading organisation on social housing, aiming to achieve Sustainable Development Goals at the core of the advocacy work
- Develop and sustain strategic advocacy partnerships at the national level and maintain a database of advocacy experts contacts and possible alliances.
- Represent the HFHK at national level conferences and workshops as a speaker and expert.
- Contribute to design, planning and partnership coordination of Habitat-led events, workshops, and conferences.
- Contribute to advocacy and fund-raising efforts towards the Kenya

- Contribute to organizational communications regarding advocacy on a regular basis

PUBLICATIONS

- Work with other subject matter experts to coordinate external messaging on policy and advocacy to ensure consistency in HFHK's communications and to maximise reach and impact
- Work with communications team to develop and contribute to press releases, media statements and reactive quotes, signing off content as appropriate
- Prepare information resources and briefing material on key policy issues e.g., reports and briefings for decision-makers, material for World Vision Ireland's website, briefing documents for SMT
- Identify, develop and oversee operational and analytical research
- Work collaboratively with different team to prepare HFHK's knowledge products on advocacy and present, circulate or disseminate the same across various networks and channels
- Coordinate the publication and dissemination of results and ensure that research informs advocacy
- Write and publish opinion pieces on HFHK Advocacy position and develop knowledge materials for influencing.
- Coordinate the production of high-quality policy briefing papers, statements, external communications products and case studies to influence target audiences
- Develop briefing notes and position papers as requested for both internal and external use on key policy issues, and coordinate research initiatives as required
- Ensures HFHK generated knowledge is appropriately packaged, disseminated and covered in communication activities
- Work with the communication team to develop evidence-based documents for media work
- Drives knowledge and regularly updates on advocacy issues through consulting relevant literature and networks

KEY PERFORMANCE MEASURES / INDICATORS

- Clear policy roadmap and advocacy strategies
- Evidence and best practice informing advocacy
- HFHK's impact maximised through influence
- String relationships with stakeholders
- HFHK positioned as the leading organisation on social housing

QUALIFICATIONS

- Minimum of Bachelors Degree in Public Policy, law, international development, communications or other related courses
- Masters degree is highly preferred
- Additional education or certifications related to Policy and Advocacy

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge of Kenya's policy-making and decision-making processes
- Skilled and strategic advocate and a confident communicator who can engage persuasively with a variety of audiences
- A strong networker and collaborator, ideally with a personal profile in the area
- Good understanding of campaigning, use of narratives and communications
- Ability to get guidance and work with others and deliver results through teams
- Working knowledge of national and international government structures and multi-lateral institutions.
- Strategic, analytical and creative thinking skills
- Excellent interpersonal skills, ability to working in remote teams and networking skills
- Ability to speak clearly, concisely and cogently

EXPERIENCE

- 8 years of related experience working in policy, advocacy and/or research in a multicultural environment; previous experience in policy analysis and development is essential.

- Experience in advocacy development programs with non-profit organizations in Kenya
- Excellent political insight and judgement with good understanding of the Kenya parliamentary processes and the opportunities these present for influencing
- Experience of design and execution of advocacy strategies and projects at National and County Levels

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what’s right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat’s mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant’s race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org