



Right To Play

Look After Yourself, Look After One Another

Job Posting – “Policy Advisor”

Closing Date: August 20th, 2010
Department: Policy and Strategic Initiatives
Work location: Headquarters, Toronto, Canada

ORGANIZATION PROFILE:

Right To Play is the leading international humanitarian and development organization using the transformative power of sport and play to build essential skills in children and thereby drive social change in communities affected by war, poverty and disease. Right To Play creates a safe place for children to learn and fosters the hope that is essential for children to envision and realize a better future. Right To Play's mission is to improve the lives of children in some of the most disadvantaged areas of the world by using the power of sport and play for development, health and peace.

JOB SUMMARY:

Reporting to the Assistant Vice-President, Policy and Strategic Initiatives, the Policy Advisor stays abreast of, and contributes to, international policy activities in the area of Sport for Development and Peace. The Policy Advisor actively engages and maintains relationships with Government and UN officials as well as other intergovernmental bodies, contributes to the policy and advocacy capacity of the organization, informs the development of RTP advocacy and communications materials for external audiences, and helps develop concrete policy positions for Right To Play. The Policy Advisor establishes relationships and liaises with experts and international reference groups on key policy issues to help establish RTP as a credible hub of knowledge and expertise.

PRIMARY RESPONSIBILITIES:

Responsibility #1: RESEARCH, ANALYSIS AND POLICY DEVELOPMENT

- Develops RTP policy statements and position papers on key issues
- Identifies, analyzes, and monitors existing national government laws, policies and strategies that affect SDP
- Fosters cross-government knowledge exchange and development of a distinct Sport for Development and Peace policy community
- Establishes and liaises with international reference groups on key policy issues
- Liaises with SDP experts, researchers and academic institutions to continue to encourage and support SDP geared research
- Contributes to the development of international or inter-governmental frameworks with a bearing on SDP (e.g., the Sport Policy Framework for Africa, the EU White Paper on Sport)
- Contributes to the development of government capacity to affect policy change on Sport for Development and Peace (on an as-requested basis)
- Gathers and builds on the evidence base supporting the benefits of SDP
- Identifies and addresses barriers to Sport for Development and Peace support and implementation
- Identifies early adopter government success stories in the area of policy development and writes case studies on “how to” develop a particular type of SDP policy
- Develops case studies on lessons learned and best practices of adopter governments

15% of time



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Responsibility #2: BUILDING AWARENESS/WRITING

- Develops RTP promotional handouts combining policy work with RTP relevant resources and best practices
- Contributes policy-related content to all RTP products (program resources, web-site, proposals, etc)
- Provides support and subject-matter expertise to RTP in all external communications related to the Policy Department (letters, briefing notes, speaking points, input to speeches, proposal writing and development of MOUs, RTP Annual Report etc);
- Prepares SDP and RTP briefings and presentations
- Contributes to abstracts and articles in key publications and develops presentations for panel discussions at academic conferences, symposiums, fora, etc.
- Contributes to proposal writing, when required, for restricted funding from Governments and Foundations
- Contributes to sourcing, and seeking out, funding for policy initiatives

25% of time

Responsibility #3: ADVOCACY AND GOVERNMENT / UN RELATIONS

- Advocates for policy change globally in the area of Sport for Development and Peace
- Builds global awareness on the benefits of Sport for Development and Peace and the work of RTP
- Promotes the inclusion of Sport for Development and Peace and the work of Right To Play as a topic in various high-level international meetings, events and forums
- Liaises with regional inter-governmental bodies to encourage dialogue and works toward increasing the number of stakeholders internationally engaged in Sport for Development and Peace discourse
- Develops alliances and networks with relevant development practitioners and participates in “collective advocacy”
- Engages key high-level international stakeholders (e.g., World Bank, IMF) in Sport for Development and Peace and the work of RTP
- Seeks opportunities for RTP to profile policy work, programming and resources
- Represents RTP at high-level international meetings, events and other fora, as required
- Maintains key UN relationships to advance relevant UN resolutions, frameworks, and policies relevant to RTP and its work (e.g. ECOSOC, UNGA)
- Works closely with the UNOSDP in implementing the SDP IWG Renewed Mandate;
- Follows the work of the UN Group of Friends on SDP
- Monitors the activities and commitments of governments in Sport for Development and Peace policies and programs
- Collaborates with Field Operations in monitoring the development priorities of key donor countries

20% of time

Responsibility #4: RTP CAPACITY DEVELOPMENT AND SUPPORT

- Contributes to building policy, advocacy, and government relations capacity of RTP staff at the regional, national, and field level
- Develops and oversees an RTP Advocacy and Partnership Strategy
- Supports the organization on all aspects of advocacy and government relations

20% of time



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Responsibility #5: SPECIAL PROJECTS AND INITIATIVES

- Supports the Assistant Vice-President with planning, budgeting and general strategic visioning of the Department
- Contributes to strategic planning and initiatives for RTP at large
- Plans, organizes, and implements special initiatives including, but not limited to, events, forums, campaigns and global initiatives
- Oversees and manages the work of consultants as required
- Develops presentations and speaking points, and provides input for speeches

20% of time

EDUCATION/TRAINING/CERTIFICATION:

Required (must have):

- University degree in a related field (e.g. International Development, Public Policy/Administration, Political Science) or equivalent combination of education and work experience

Desired (asset):

- Training in qualitative research methods, policy analysis
- Masters degree in related field

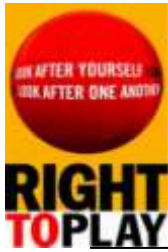
EXPERIENCE:

Required (must have):

- Over 5-10 years of work experience in relevant jobs
- Experience working with Government, the UN or another international organization
- Experience managing complex projects
- Experience working inter-governmentally
- Experience working with multiple stakeholders

Desired (asset):

- Advocacy experience
- Fluency in English
- Experience advancing international policy issues
- Policy development experience in a government, multilateral agency, think tank or large NGO setting
- Adult training and/or facilitation of working groups
- Experience working in the Sport for Development and Peace sector
- Has written government policy reports or *policy reports directed to government*
- Has lived/worked overseas or in cross-cultural environments
- International development background



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COMPETENCIES/ PERSONAL ATTRIBUTES:

Required (must have):

- self-motivated and able to work independently with minimal supervision
- able to adapt to a changing environment and be flexible
- able to work well under pressure and meet tight deadlines (handling multiple demands that will require the ability to prioritize is essential)
- a strong communicator, both verbally (including telephone etiquette) and in writing
- able to give presentations and speeches in front of large audiences
- a strong team player (cooperative, participatory, respectful)
- comfortable initiating relationships with new stakeholders
- able to exercise discretion and good judgment
- resourceful and able to solve problems
- able to initiate and deliver proactive, cost-effective and creative solutions

Desired (asset):

- conceptual skills
- strong interpersonal skills, the ability to build and maintain relationships (with government and UN representatives, other NGOs, general public, etc.) and understand the art of diplomacy
- decision-making skills
- project development and management skills
- strong organizational planning skills
- strong public speaking skills

KNOWLEDGE AND TECHNICAL SKILLS:

Required (must have):

- Knowledge of government decision-making processes at the bureaucratic and political levels
- Persuasion skills
- Government relations expertise
- Stakeholder relations expertise
- Strong editing and writing skills, including report writing
- Project development and management expertise
- Familiarity with standard office software applications

Desired (asset):

- Ability to work in a second language (French, Spanish, Portuguese, Arabic)
- Demonstrated skills in policy research, analysis, and development



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Compensation: We offer a competitive salary and benefits package

Employment Start Date: August 2010

Contract Duration: Full-time, unlimited term.

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: hr3@righttoplay.com and kindly include the job title in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com

To learn about our Human Resources philosophy, please visit the Careers page at our website