



EVERYONE, EVERYWHERE SHOULD HAVE SOMEONE
TO TURN TO IN SUPPORT OF THEIR MENTAL HEALTH

Role:	Senior Officer
Reporting To:	Director of Policy, Advocacy, and Financing
Term:	1 year fixed-term contract (renewable)
Salary:	£40,000-45,000 depending on experience
Location:	Remote (global)

The role

We are searching for a Senior Officer to work across the organisation to support the manager/directors in developing and delivering effective strategies and initiatives to achieve change internationally and nationally. The scope of work will enable the individual to work across the organisation (e.g. advocacy, communications, fundraising) and contribute to the overall mission. This work will be focused at both a national and global level.

About you

You have a proven track record in international health policy and advocacy, and stakeholder management, with an eye for detail and an entrepreneurial spirit. Confident to work across the range of activities you are flexible, competent and take initiative, and have a desire to learn and grow. You are a true team player; able to take both responsibility in managing important projects and relationships and unafraid to take on essential tasks to support the team. You have a passion for international development and mental health.

Responsibilities:

- **Partner Support:** Help to build and manage coalitions and partner relations with external stakeholders including national and global civil society, research institutions, governments, UN agencies.
- **Stakeholder relations:** Support, and sometimes lead, engagement with key governments, the UN and other international organisations. As appropriate, directly engage and manage relationships with key decision-makers.
- **Grant and contract management:** Support (and sometimes lead) the development of funding proposals for work on policy, advocacy and financing; track and report on grant deliverables.
- **Policy, advocacy & financing strategies:** Support and lead the design and implementation of policy, advocacy and financing strategies for UnitedGMH and in collaboration with, or for, a range of stakeholders.
- **Policy reports and papers:** Draft policy reports and papers to support high level influencing.
- **Monitoring and accountability:** Support the design, establishment and maintenance of monitoring and accountability systems for the organisation to track progress and impact against grant requirements.
- **Campaign Support:** Help to guide and support national and global campaigns to connect national campaigning to effective advocacy initiatives.

- **Communications:** Support the internal and external communication activities of the organisation and develop project-based communications plans.
- **Funder profiles:** Maintain updated profiles on key mental health funders.
- **Events:** Organise meetings, events and small gatherings of partners and other stakeholders.
- **Briefings:** Preparing briefings for senior government officials, Ministers, and other decision-makers as well as campaign partners as required.

Requirements

- At least 5 years of experience working at the country and/or global level for a UN agency, civil society organisation, think tank or decision-maker.
- Experience with grant proposal writing and project management and reporting.
- A strong and proven ability to convene and manage large groups of multi-stakeholders to produce action-orientated activities.
- A strong and proven track-record of research, brief writing, and government engagement.
- A background in health, finance and/or mental health and a degree in a relevant subject.
- Country-level experience of health programmes and engagement with different stakeholders (e.g. governments, donors, civil society).
- Demonstrated understanding of key donor government and/or national government health policy.
- Experience developing communications plans for internal and external audiences.
- A good knowledge of Microsoft Office products (e.g. Word, Excel) and Google Workspace.
- Excellent written and verbal communication skills.
- Ability to work independently and with minimal supervision.
- Strong team working orientation, with the ability and social skills to work collaboratively with staff at all levels.
- Highly organised with strong project management skills.
- Political sensitivity and ability to apply good judgment in decision making.
- High level of initiative, efficiency, and self-motivation.
- Experience working in a fast-paced and entrepreneurial environment.
- Fluency in at least one additional language beyond English is strongly desired.

Applications will be reviewed and interviews conducted on a rolling basis so please do not hesitate to register your interest.

This is a globally remote role and you must already have the right to work in the country where you are based.