



INTERNATIONAL HARM REDUCTION ASSOCIATION

Unit 701, The Chandlery, 50 Westminster Bridge Road, London, SE1 7QY

Ph: +44 (0)207 953 7412

Fax: +44 (0)207 953 7404

Email: [info@ihra.net](mailto:info@ihra.net)

Website: [www.ihra.net](http://www.ihra.net)

## JOB POSTING

Networking and Advocacy Officer  
(full-time)

January 2010

Applications are being invited for the above post to work as part of the Public Health Team of the International Harm Reduction Association (IHRA).

The successful candidate will work collaboratively with other staff members to maximise the visibility and impact of harm reduction advocacy activities within key multilateral fora. She or he will be responsible for a challenging and multifaceted programme of work, which will include the coordination of a new European Harm Reduction Network, as well as collaboration with other harm reduction networks and key civil society partners to develop and conduct international campaigns, from monitoring multilateral activity and identifying advocacy opportunities to writing policy briefs and representing IHRA in multilateral fora.

### About IHRA

IHRA is one of the leading international non-governmental organisations promoting policies and practices that reduce the harms from all psychoactive substances, harms which include not only the increased vulnerability to blood borne viruses such as HIV and hepatitis C among people who use drugs, but also the negative social, health, economic and criminal impacts of illicit drugs, alcohol and tobacco on individuals, communities and society. Based in London, IHRA coordinates its activities in three main clusters – public health, human rights and events and communications.

### IHRA's public health programme of work

IHRA is a key source of information on health-related harms related to drug use, as well as the international evidence, best practice and guidance on reducing these harms. Since 2008, this has included producing The Global State of Harm Reduction reports and e-tool, through which IHRA monitors the extent to which harm reduction is endorsed in policies, commitments and in implementation around the world.

A central mandate of IHRA is to advocate for harm reduction, and the monitoring of the public health situation and response is vital to IHRA and other stakeholders in informing advocacy campaigns at the national, regional and international levels. To this end, IHRA collaborates with regional harm reduction networks and drug user activist groups on both information gathering and joint advocacy initiatives. IHRA is now expanding this work through the hiring of a Networking and Advocacy Officer.

A key part of this role will be to coordinate and provide support to the emerging European Harm Reduction Network. The network consists of regional hubs in North, South and East Europe and the successful candidate will, as network coordinator, play a key role in the development of this new initiative. Tasks will include:

- Liaising with the network steering group and facilitating communication within this group via e-lists and conference calls
- Maintaining oversight on project activities to ensure that deliverables are met (including the development of a network brand, mission statement and organising a launch)
- Working with IHRA's financial team to manage contracts with onward grantees and to report to funders on the project
- Working with other IHRA staff and the steering group to prepare a European harm reduction audit

The successful candidate will also work to maximise the visibility and impact of harm reduction advocacy and lobbying activities by providing support to other international harm reduction networks, increasing their capacity to participate in joint advocacy efforts and lobby within multilateral fora. Tasks will include:

- Monitoring the activities of multilateral agencies (i.e. UNAIDS, Global Fund, World Bank, etc.) in relation to harm reduction, with particular attention to policy and decision-making
- Identifying opportunities for advocacy and initiating/contributing to campaigns
- Coordinating IHRA's advocacy efforts with regional harm reduction networks, drug user groups and/or other civil society partners
- Preparing high-quality, research-based written documents to inform and support advocacy campaigns
- Representing IHRA within multilateral fora

The post holder

The post-holder will require strengths and experience in networking and advocacy, with specific knowledge and experience in harm reduction and/or HIV/AIDS. She or he will also have experience in building the capacity of civil society networks as part of effective campaigning and knowledge exchange, and in creating responsive and transparent networking structures. The post holder will have the ability to engage with a diversity of civil society partners as well as with senior staff of multilateral agencies. She or he must have the ability to work collaboratively with other IHRA staff and wider civil society.

Essential qualifications

- Knowledge of and enthusiasm for promoting harm reduction
- Postgraduate qualification in public health or equivalent professional experience
- A minimum of 3 years' experience of relevant work in harm reduction, HIV/AIDS or a related field
- Experience in building civil society networks, and a knowledge of and enthusiasm for promoting civil society engagement in governmental and/or multilateral decision-making processes
- Strong organisational and multitasking skills
- Knowledge of relevant multilateral and bilateral agencies
- Strong policy research and analytic skills
- Excellent written and spoken communication skills in English
- Willingness to undertake substantial international travel
- Ability to work collaboratively within IHRA's staff team
- Polite and diplomatic manner
- The ability to work effectively with people from a diversity of regions, and of different professional backgrounds and levels of authority

## Desirable qualifications

- Experience of undertaking lobbying and/or advocacy campaigns
- Work experience within the UN or international organisations
- Experience in participating in high level meetings with governmental and/or similar officials
- Public speaking and presenting
- Fluency in a second language

The successful candidate will work as part of IHRS's Public Health Team, under the direction of our Senior Analyst Public Health and Policy. The post will also report to IHRA's Executive Director and Deputy Director.

The successful candidate will work at IHRA's headquarters:

Unit 701, The Chandlery  
50 Westminster Bridge Road  
London, UK  
SE1 7QY

## Salary

£27—30,000 per annum, depending upon experience.

## Hours of work

The total hours per week are 37.5. Given the nature of the job, including the need to communicate with people in different time zones and international travel, there are no fixed hours of work but it is expected that the normal working day when in the office will be within the hours of 9.30 am and 5.30 pm.

## Contract

There will be a probationary review before the end of the first three months. The post is subject to eight weeks' notice on either side.

## Annual leave

Annual leave: 25 days a year (no more than two weeks to be taken in the first four months) plus UK statutory holidays.

For further information: Please email Rick Lines, Deputy Director ([rick.lines@ihra.net](mailto:rick.lines@ihra.net))

Applications by email to the address below and must include:

(a) A curriculum vitae

(b) A statement in no more than 2 pages detailing why you think you are the best person for the post and how you meet the eligibility criteria

(c) Names, addresses, telephone numbers and email addresses of three referees

(d) A statement of your eligibility to work in the UK and whether or not a work permit would be required

(e) Current salary

Incomplete applications will not be considered.

IHRA strongly encourages applications from women, people living with HIV/AIDS, people with disabilities, lesbian, gay, bisexual or transgender persons and people from ethnic minority communities.

Deadline for applications: 5pm, Friday 5 February 2010

After we receive your application

Short listed candidates will hear from us within 2 weeks of the closing date. If you have not heard from us by that date you have not been short listed. We regret that we will be unable to individually inform applicants who have been unsuccessful. Interviews will take place in London.

Interviews will be held in London the week of 22 February

Candidates selected for interview will be required to provide an example of written work (eg report or publication) prior to interview, and will be given additional information on the project so that they may prepare a 5 minute presentation on how they would approach the work.

Please email the application to:

Annie Kuch  
Office Manager  
International Harm Reduction Association  
Unit 701, The Chandlery  
50 Westminster Bridge Road  
London  
SE1 7QY  
[annie.kuch@ihra.net](mailto:annie.kuch@ihra.net)