



FUTURE ADVOCACY

August 2020

Research, Advocacy, and Communications Coordinator Job description

Organisation

Future Advocacy is a research and advocacy consultancy tackling some of humanity's biggest challenges in the 21st Century.

Our consultancy amplifies the impact of brilliant individuals and organisations who are striving to make the world a better place. We are skilled at advocacy strategy development; global government relations; policy development; campaigning; and communications. Current and previous clients include the **Jamie Oliver Group; the Elton John AIDS Foundation; the Movember Foundation; Bite Back 2030, and Sarah Brown's TheirWorld charity.**

Future Advocacy also produces high quality research on a range of policy issues, with a particular focus on the social impact of Artificial Intelligence (AI) and emerging technologies. We have delivered impactful research on the 'Future of Work', the 'Impact of AI in Low Income Countries', and 'Ethical challenges of AI in Healthcare'. Our work has received significant media coverage and political traction. Our research clients and collaborators include the **NHS, Wellcome Trust, World Wide Web Foundation, Open Data Institute, and the Pathways for Prosperity Commission which is co-chaired by Melinda Gates.**

The Founder/CEO previously was Director of the ONE campaign across Europe for 7 years, responsible for all ONE's policy, campaigns, digital, media, and advocacy work. He was a key architect of the Make Poverty History Campaign and staffed Bono and Bob Geldof for all their global work in relation to the G8 and G20. He has also worked as Movement Director for the anti-slavery organisation Walk Free; and as an Executive Director of the Labour Party.

Role

Future Advocacy is seeking a Research, Advocacy, and Communications Coordinator. This is a great opportunity to be thrown in at the deep end in a small, growing organisation. The successful candidate will quickly develop a range of skills, including research, advocacy, writing, and communications. They will work closely with the Founder/CEO as part of our small and energetic team.

Responsibilities will include:

- Researching key issues relating to consultancy projects
- Supporting advocacy, events, and communications work
- Supporting fundraising and business development
- Overseeing website upkeep and social media
- Other tasks as required

Skills and experience

Essential

- Undergraduate degree or equivalent **or** work experience that demonstrates high quality research, writing, and interpersonal skills
- Strong written and verbal communications skills
- Digital skills and knowledge of social media
- Ability to work independently and as part of a team
- Enthusiasm, flexibility, and ability to manage competing priorities
- Ability to represent the organisation to high level individuals
- Willingness to undertake routine admin tasks

Desirable

- Experience in campaigning, events or communications (paid or voluntary)
- Design skills

Terms and Conditions

- Contract: Full time
- Pay: £21,000 per annum
- Hours: 40 hours per week, between 9am and 5.30pm, Monday-Friday
- Location: London (we are currently working remotely due to the Covid-19 pandemic. Candidates will be supported to work from home according to personal needs and government guidelines.)
- Start date: ASAP

To apply

Please send the following 3 documents to: info@futureadvocacy.org:

- CV
- Cover letter detailing how you meet the skills and experience requirements outlined in the job description
- [Our Equality and Diversity Monitoring Form](#) (please download this, fill it out and attach it to the email)

The deadline for applications is **5pm, Monday 31st August**. Late applications will not be considered. First round interviews will be held (online) on **3rd or 4th September**.

If you have any questions about your suitability or would like to discuss the role please contact info@futureadvocacy.org and one of our team will get back to you.

Future Advocacy is committed to equal opportunities. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability. We particularly encourage applications from members of groups that are currently under-represented in our organisation, including Black, Asian and minority ethnic people.

We are happy to discuss flexible working and other adjustments on a case by case basis.