

## Advocacy Officer

### Position Description

Title of position:	Advocacy Officer
Reports to:	Director of Advocacy & Policy
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

### Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 700 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

### Job Overview

The Advocacy Officer is responsible for informing members of strategic policy developments; co-ordinating views; and promoting these views to stakeholders.

### Responsibilities and Duties

- Contribute to analysis, background research, and content development
- Assist with the continual monitoring and research of policies and practices impacting medical workforce policies
- Conduct background research on assigned policy issues
- Support efforts to build relationships with potential allies (civil society, government, NGOs, researchers, etc.)
- Participate in internal and external advocacy meetings
- Support monitoring and reporting on advocacy progress against targets
- Must play an active role in engaging in Melanin Medics Projects, for the operational year
- Must act as a spokesperson for Melanin Medics with key stakeholders at advocacy initiatives to further the EDI agenda, for the operational year.

### Essential Selection Criteria

- Strong analytical skills, with an ability to distil policy information and stakeholder opinions, across a broad range of policy topics/disciplines in the built environment sphere.

To apply: please e-mail your completed Application form and CV to [admin@melaninmedics.org](mailto:admin@melaninmedics.org), along with the names and contact details of two references. **Deadline: 30<sup>th</sup> of June 2021**



- Understanding of the process of strategic policy development.
- High attention to detail, with strong written and verbal communication skills.
- Experience in medico-politics

#### **Desirable Selection Criteria**

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage
- Experience in Medical Education and/or Quality Improvement projects

#### **Organisational Relationships**

- Reports to the Director of Advocacy
- Manages significant projects and/or functions, including responsibility within the organisation for championing our advocacy focuses.
- Works closely with: Director of Advocacy and Director of Communications



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