

## Director of Policy & Advocacy

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### Position Description

Title of position:	Director of Advocacy and Policy
Reports to:	Chief Executive
Term of position:	Reviewed after 1 year (min. of 2-year term)
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 Director of Policy and Advocacy plays a crucial role, including responsibility within the organisation for policy development, advocacy and strategy across our focused range of policy areas. As well as to increase awareness about the importance of our mission, influence public policy, and expand our reach.

### Responsibilities and Duties

- Assisting the CEO in setting the strategic policy and advocacy directions of the organisation
- Setting the organization's EDI agenda for Melanin Medics and relevant partnerships for the operational year
- Accountable for the development and optimization of an EDI project for the operational year.
- Policy research and analysis, including preparation of written reports and submissions
- Developing and maintaining effective relationships with Melanin Medics diverse member base, external policy experts and other stakeholders.
- Developing and maintaining effective relationships with officials and stakeholders outside the MM membership to progress MM policy agenda.
- In conjunction and consultation with the CEO and key stakeholders, representing MM in advocacy activities such as meetings, inquiries, and conferences.
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

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**



- 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**

- Good strategic policy and planning skills.
- Strong experience in medico-politics
- Outstanding written and oral communication skills.
- Excellent research and analytical skills
- Proven ability to develop innovative and sound policy proposals and assist others in developing such proposals.
- Proven ability to work effectively with a diverse range of stakeholders, including strong consultation skills.
- Extensive knowledge of policy processes

### **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 Chief Executive
- Manages significant projects and/or functions, including responsibility within the organisation for the direction of policy and advocacy within the organisation
- Works closely with: Director of Communications and Board of Directors

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