

ROLE PROFILE

Role Title:	Policy Officer
Division/ Department:	Bretton Woods Project
Reporting To:	Project Co-ordinator
Role Purpose:	<p>The Bretton Woods Project (BWP) monitors the activities of the World Bank and the IMF. It is a small organisation established in 1995 by a network of UK non-governmental organisation (NGOs) working in development and environment. BWP plays an information gathering, exchange, mediation and advocacy role, normally leaving campaigning and media work to its network partners. The Project is hosted by Action Aid.</p> <p>The purpose of this role will be: to conduct analysis and advocacy on a number of environment and development related policy issues; to research and write accessible articles/briefings; to facilitate network strengthening with emphasis on the UK; to monitor the role of UK institutions in the World Bank and IMF; and to assist with the efficient running of the Project.</p>
Key Contacts: (Internal and External)	NGOs in the UK and across the world Officials Researchers Media Contractors/Consultants
Date:	July 2008

<i>Key accountabilities</i>	<i>Key elements</i>	<i>% time</i>
<ul style="list-style-type: none"> Research and writing 	<ul style="list-style-type: none"> Original research into and/or a watching brief on a number of policy issues related to the World Bank (and IMF) Write articles and short reports for the <i>Bretton Woods Update</i> and the Project website Commissioning/writing longer briefings Assist with editing, proofing, layout and posting/distribution 	40
<ul style="list-style-type: none"> Networking and advocacy 	<ul style="list-style-type: none"> Facilitate communications for the UK-Bretton Woods Institutions network. Prepare and facilitate network workshops, and meetings of the network with UK/IFI officials. Strategise together with colleagues working on issue-specific campaigns and cooperate in advocacy efforts 	30
<ul style="list-style-type: none"> Monitoring UK organisations 	<ul style="list-style-type: none"> Research into the key posts/processes/financial support for the World Bank (and IMF) emanating from the UK government. Communicate this analysis to the UK network. Raise the profile of these issues with network participants and flag key opportunities for critical intervention. 	10

<ul style="list-style-type: none"> • General support to the Project 	<ul style="list-style-type: none"> • Liaise with web and print designers • Respond to requests for information • Facilitate contacts with Southern and European NGOs • Oversee maintenance of Project database, including development of mailing lists • Manage consultants, interns and volunteers as required • Fundraising for specific projects; contribute to proposals, strategic planning, and reporting on Project activities as required 	20
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Role related knowledge, experience and skills at entry (Expertise in Role - Entry Level)

1) **Essential knowledge:** Educated to degree level or equivalent with knowledge of development and/or environment issues.

Desirable: Specific study of the IFIs/development finance, climate change, energy, infrastructure, human rights or extractive industries.

2) **Essential experience:** Researching and producing short briefings on development policy issues aimed at various audiences; working with and coordinating NGO networks.

Desirable: Experience with UK and international NGO networks; familiarity with government institutions working on development and/or environment issues, particularly in the UK; and work experience in southern countries.

3) **Essential skills:** Analytical ability; comfortable with numerical analysis; excellent written and spoken communications; computer literacy; taking the initiative and working in a small team; facilitating discussion and coordinating activities in a diverse network.

Desirable: Skills in contact databases, content management systems and graphic design; budgeting; other languages, especially Spanish and French.

4) **Other essential:** Willingness to travel internationally up to six weeks per year; demonstrated commitment to social and environmental justice.