

Senior Partnerships & Advocacy Officer

Salary	£32,500 – £36,500
Duration	2-year fixed term with possibility for extension
Hours of work:	35 hours full time
Location:	Hybrid
Reports to:	Executive Director
Line reports:	None

About Us

FORWARD (Foundation for Women's Health Research and Development) is a pioneering led by and for African women, working to end multiple forms of violence against women and girls. From child marriage, female genital mutilation, domestic abuse, faith-based abuse & related harms. Our vision is for African women and girls everywhere to have equality, live in dignity, be healthy and thrive free of violence. Our mission is-to transform responses to violence against African women and girls through delivery of specialist support services, partnership and leadership development and community interventions.

FORWARD marked our 40th Milestone in 2025 and is committed to scale up our campaigns and advocacy work. As the Partnerships & Advocacy Officer, you will be working alongside the Executive Director to support our unfinished policy agenda on tackling FGM, child motherhood and faith and culture. You will be self-motivated, proactive and passionate about increasing our influencing capacity to promote dignity, equality and wellbeing of to supporting FORWARD to live our approach to fundraising through trusts and foundations. You will identify new opportunities, write compelling proposals and drive ongoing engagement to increase our income.

What's it like working at FORWARD?

We have a culture of encouraging creativity. Bringing ideas and solutions to complex problems is welcomed as part of the role. We believe in connectivity, and ensure that we connect as a team by being together in our London office as much as we can. We are committed to building a truly diverse team and have a commitment to equality, diversity and inclusivity as part of who we are and everything we do. We are a values-driven organisation and expect all our staff to exhibit a commitment to these through their working practice. As an organisation that tackles multiple forms of abuse, staff are supported to embrace a culture of well-being and continuous improvement, feedback and feeling able to challenge each other to succeed.

About the Role

This role will strengthen our advocacy partnerships and lead on advocacy and campaigns to advance our mission and influence change.

Key Responsibilities:

- **Campaigns & Advocacy:** Develop and deliver compelling campaigns that amplify the voices of our beneficiaries, mobilise public support, and influence policy and practice.
- **Partnership Building:** Work with grassroots partners, coalitions, and allies to co-create advocacy strategies and joint campaigns.
- **Engagement & Communications:** Contribute to impactful messaging, digital content, and campaign actions that engage diverse audiences and stakeholders.

Our Benefits

We offer a wide range of employee benefits including:

- Excellent annual leave entitlement
- Pension scheme
- Employee Assistance Programme
- Death in Service benefit
- Flexible working
- Opportunities for training and professional development

How Will You Make a Difference?

Strategic Campaigns & Advocacy (40%)

- Oversee the implementation of FORWARD's advocacy and campaign strategy in line with the unfinished agendas on FGM, Child marriage and faith, culture and VAWG with support from the Executive Director and Programme Teams.
- Conduct research to support the development of advocacy action, policy briefs and campaign materials and resources.
- Draft and produce public campaign actions including e-actions for supporters and broader target audiences, including the Young Women's Advisory Council.
- Organise virtual and in-person advocacy / external facing events.
- External monitoring for key updates and opportunities in relation to our advocacy priorities.
- Track outputs and monitor the impact of our advocacy work.
- Help coordinate and raise the profile of advocacy efforts of our FORWARD community.
- Strengthen and amplify voices and lived experience within our advocacy, policy and campaigns work, ensuring voices and priorities of community women and young people are at the centre of all our policy, advocacy and campaigns.

Partnerships & Stakeholder Engagement (30%)

- Identify, develop, and maintain strategic partnerships with civil society, government, donors, and private sector stakeholders, including building relationships with existing partners.
- Lead stakeholder mapping and engagement to strengthen FORWARD's influence and advance our advocacy and influencing objectives.
- Convene and nurture relationships with key stakeholders, both existing and new, who are critical to achieving FORWARD's goals.
- Support the Executive Director, Chair, and trustees in building and maintaining high-level external relationships.

Engagement & Communications (20%)

- Oversee organisational communications to ensure consistent, compelling, and strategic messaging across advocacy, campaigns, and programmes.
- Develop high-quality content for media, publications, digital platforms, and social media to raise FORWARD's profile and shape public opinion.
- Act as a spokesperson when required and support senior staff with media engagement.
- Ensure communications highlight and strengthen advocacy priorities, partnerships, and organisational achievements.
- Provide regular updates and analysis of our advocacy work to the Board of Trustees, relevant staff, as well as allies and funders where appropriate.

General Duties and Flexibility (10%)

- Adhere to and promote the organisation's policies and procedures, including safeguarding, equality, diversity and inclusion, health and safety, and data protection.
- Abide by organisational policies, code of conduct and practices
- Participate and oversee in supervision sessions and annual staff appraisals
- Attend relevant training in order to fulfil the requirements of the job
- Maintain awareness of national policies and ensure that activity adheres to relevant legislation and guidance.
- Participate in FORWARD staff team meetings and related operational meetings
- Attend meetings internally and externally as and when requested
- Be proactive in keeping up to date with developments affecting your work by improving personal competence through professional development
- This job description is not exhaustive and is intended as a guide to the main responsibilities. The post holder may be required to undertake other duties, and the role may develop in line with the evolving needs of the organisation.

We are looking for someone who brings passion for advocacy, campaigns and collaboration, alongside the skills and experience listed below.

Knowledge & Experience - Essential

You should be able to demonstrate an extensive track record and evidence of achievements in terms of:

- *A proven track record (around 3 years) of working in activism, advocacy, partnerships, or campaign/communications roles, gained through paid and/or voluntary experience.*
- *Strong written and verbal communication skills, including the ability to craft compelling stories and content across different media to inspire action.*
- *Demonstrated experience in developing and implementing advocacy and campaign strategies that drive engagement and influence.*
- *Ability to build and sustain effective partnerships and coalitions to strengthen advocacy and campaign impact.*
- *Strong organisational skills, with the ability to manage competing priorities, take initiative, and deliver work independently.*
- *A collaborative and positive approach, with the ability to work effectively as part of a small team.*

Personal Attributes - Essential

- *Commitment to FORWARD's mission and values, particularly around ending violence against women and girls.*
- *Collaborative and inclusive working style.*
- *Results-oriented, self-motivated, and able to take initiative.*

Knowledge & Experience - Desirable

It would be an advantage if you can also show evidence of:

- Knowledge of policy processes and advocacy approaches relevant to Violence Against Women and Girls
- Experience of working with grassroots organisations, community groups, or coalitions to co-create advocacy or campaign initiatives.
- Understanding of digital campaigning tools and social media strategies to support mobilisation and engagement.
- Experience of monitoring and evaluating the impact of campaigns or advocacy work.
- Awareness of safeguarding, equity, diversity, and inclusion considerations in advocacy and partnerships.

Personal Attributes - Desirable

- Creative and solutions-focused.
- Comfortable contributing to wider organisational priorities.
- Flexibility to attend occasional evening/weekend events.
- Relevant postgraduate degree and other relevant training and education

Application deadline:

Interviews:

Please email your CV and a separate short cover letter specific to this position to recruitment@forwarduk.org.uk by the application deadline.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for FORWARD?
- Why this particular role interests you?

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 8960 4000) and we can discuss how best to facilitate your request. **CVs submitted on their own, without a supporting covering letter, will not be considered.**

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

FORWARD is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

This post is restricted to women applicants only, as a genuine occupational requirement under Schedule 9, Part 1 of the Equality Act 2010.

If you would like to discuss any aspect of the role or the application process please email recruitment@forwarduk.org.uk and we would be delighted to answer any queries you may have.