



**Position:** Policy & Advocacy Associate  
**Location:** London  
**Status:** Full Time, Temporary Six Month Contract  
**Reports to:** Associate Director of Advocacy  
**Application Deadline:** 1 August 2018

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**About Malala Fund:** Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to ensure that all girls can access education up to and including upper secondary school. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on school. We amplify girls' voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

**Position Overview:** Reporting to the Associate Director of Advocacy, the successful candidate will provide support across all aspects of Malala Fund's advocacy portfolio. S/he will conduct in-depth desk research, preparing first drafts of briefings, background documents and correspondence. The ideal candidate will have strong research skills and will be an excellent writer with an eye for detail. S/he will be a highly organised individual with great interpersonal skills and can thrive in a fast-paced, detail-oriented, creative environment.

### **I. Responsibilities and Tasks**

- Draft and edit a variety of policy and advocacy documents including briefing papers, letters, presentations and internal reporting templates and coordinate within and across teams to ensure timely inputs and dissemination.
- Review and synthesize research relating to girls' education and international development.
- Source data from official databases and use it to produce calculations and estimates.
- Provide support to research trips and in-country researchers.
- Respond to ad hoc requests for background information or one-off pieces of research to inform talking points or other communications materials.
- Maintain an up to date internal library of research, statistics and case studies related to girls education and ensure efficient filing and archiving of material on Dropbox.
- Monitor developments in the education sector and stay abreast of current public policy debates.
- Attend external meetings and events with or on behalf of senior staff.
- Support the Research and Policy Manager to maintain relationships and manage contracts with research partners, institutions and consultants, tracking and reporting on project deliverables.
- Compile monthly board updates from the Advocacy team.
- As requested, support with the preparation of funding proposals.

## **II. Required Qualifications**

- Undergraduate degree in a related field (or equivalent work experience).
- Knowledge of issues relating to girls' education, human rights or international development.
- Experience of working with quantitative data to produce statistical analysis
- Knowledge of qualitative research methods
- Prior experience working on reports, briefings and analysis with a non-profit, international firm, or government agency.
- Excellent working knowledge of Microsoft Excel (knowledge of quantitative analysis software an advantage).
- Articulate written and verbal communication skills with the ability to distill complex ideas and large amounts of data into clear and concise overviews and reports.
- Strong commitment to the Malala Fund's mission to empower girls through education and a desire to build a career in the sector.

## **III. How to Apply**

Please send a cover letter and your resume to [hiring@malalafund.org](mailto:hiring@malalafund.org), indicating "Policy and Advocacy Associate" in the subject line of your email.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.