



Royal African Society

Job Title	Secretariat for the All Party Parliamentary Group for Africa (Maternity cover role for RAS Policy & Advocacy Manager)
Salary	Consultant rate of £160 a day
Contract	12 month consultancy (starting 22 nd July 2021)
Position	Maternity cover- 24 hours a week (3 days a week)- flexible hours considered.
Reporting to	Director
Location	Flexible, although some travel required to SOAS and Westminster in London for events and meetings

Introduction

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of over one million people globally. Click on the following links to learn more about [who we are](#) and [what we do](#).

RAS administers the UK's [All-Party Parliamentary Group for Africa](#), a cross-party group of UK parliamentarians from both the House of Commons and House of Lords that exists to facilitate mutually beneficial relationships between Africa and the UK and challenge negative stereotypes pertaining to Africa where they persist.

The Royal African Society helped to establish the APPG for Africa in January 2003 and has provided the secretariat ever since. Today the APPG for Africa has over 200 members and is one of the most active and independent APPGs in parliament. Through the APPG events and meetings programme, we create space for parliamentarians to engage in dialogue with UK and African policy-makers, diaspora and civil society representatives, and the private sector.

Our advocacy work through the APPG endeavours to get important and sometimes neglected issues underpinning UK-Africa policy relations onto the parliamentary and Government agenda. We suggest regular parliamentary questions, support parliamentary debates and lead independent public consultations and policy inquiries, which are published as reports used to advocate for change in UK policy where needed.

Our current policy inquiry with the APPG is looking into [Africa and its diaspora in UK school curricula](#).

Job Overview

We propose to hire a consultant for a 12 month contract of three days a week to cover the maternity leave of our existing Policy and Advocacy Manager who provides the RAS's support to the APPG. We are seeking a dynamic, reliable and imaginative consultant with parliamentary experience and familiarity with managing projects to join the RAS team for the year. They will be responsible for providing the Secretariat to the APPG for Africa, managing our current policy inquiry, delivering a parliamentary events programme and managing RAS's relationships with Parliamentarians. They will report directly to the Society's Director, and work closely with the Chair of the APPG.

Primary responsibilities

Parliamentary activities, meetings and policy work

- Managing our ongoing policy inquiry into Africa and its diaspora in UK School Curricula and liaising with all partners to ensure the successful delivery and launch of the final report. This will include careful editorial oversight of the report drafts and ensuring consensus on recommendations across key stakeholders involved with the inquiry.
- Working with the report writers, Special Advisory Group and Parliamentary Committee to develop advocacy activities around the reports recommendations. (i.e. Parliamentary debates, PQs and meetings).
- Organising, managing and delivering engaging meetings (largely online, i.e. Zoom) and events and webinars for parliamentarians (sometimes public) based on the key thematic strands for the group as agreed at the 2021 AGM. Either independently or with select impact partners.
- Supporting members in getting key issues of interest to the APPG on the parliamentary agenda, through suggesting regular PQs and supporting debates as required.

Administration and compliance

- Ensuring all standards for APPGs set by the Parliamentary Commissioner for Standards are adhered to by the group. Responsibilities here include arranging the AGM for 2021-2022 and producing an annual report along with an expenditure and income statement.
- Keeping attendance records and where appropriate minutes of meetings held and the APPG's finances to be recorded in the annual report.

Communications and networks

- Working with RAS Communications Manager to promote the current inquiry and work of the APPG via social media and identify opportunities for coverage via media channels.
- Keeping the APPG and Policy sections of the RAS website relevant and up to date- including updating Eventbrite and the RAS website when meetings are public.
- Liaising between the Chairs of the AAPPG, Officers and the Group's membership and RAS
- Supporting RAS activities as required including implementing the new Salesforce database once launched into the APPG's work.

Person Specification (*E = Essential & D = Desirable*)

Skills & Abilities	
Excellent and versatile communication, relationship-building and interpersonal skills	E
Excellent and versatile writing skills	E
Excellent organisational and project management skills	E
Ability to relate confidently and positively in a parliamentary environment and at a senior level	E
Ability to work both independently and as part of a team	E
Ability to be impartial within a political working environment	E
Ability to absorb and process new and sometimes technical information quickly	E
Experience of producing Zoom webinars and meetings to engage multiple stakeholders	D
Personal Attributes	
Commitment to the values and ethos of the Royal African Society	E
Good understanding of UK parliament and policy-making processes	E
Confident in working on own initiative with a creative approach	E
Good knowledge of African issues and the international politics of Africa	D
Knowledge and interest in global political-economy	D
Confident networker and social media user	D
Experience	
Experience of working independently to deliver projects or programmes	E
Experience of working in UK Parliament and/or of advocacy and campaigns work	E
Experience of planning meetings and events between variety of stakeholders	E
Degree or Post-Graduate in a relevant subject area	D
Experience of working within a small charitable organisation	D

To apply, please email ras@soas.ac.uk with your CV and a covering letter explaining why you think you are suitable for the job addressing the points in the person specification above.

The closing date for applications is 6PM on Sunday 23rd May 2021. If shortlisted for interview, you will be notified by Friday 28th May 2021.

Candidates should have the right to live and work in the UK and must be available for interview on Tuesday 8th and Wednesday 9th June 2021. Expected start date can be no later than Thursday 22nd July 2021.

N.B. Due to the large number of applications we usually receive, we will only be contacting applicants shortlisted for an interview.