

Policy Advocacy Manager (80 – 100%)

Fondation Botnar is a Swiss philanthropic foundation working to improve the health and wellbeing of young people living in cities around the world. Advocating for the inclusion of youth voices and the equitable use of AI and digital technology, the foundation invests in and supports innovative programmes and research and brings together actors from across sectors to create dialogue and partnerships. We work with and for young people of all backgrounds to contribute to a world that is supportive of their wellbeing and respects, protects and fulfils their rights.

With our policy work, we aim to help generate, translate and disseminate evidence, raise awareness, and build capacity and will for policy and normative change at city, national, and global levels. We are seeking a Policy Advocacy Manager to strengthen our team.

Main responsibilities

In this role, you would...

- Support the development and delivery of Fondation Botnar’s policy strategy around young people’s rights and wellbeing.
- Work closely with the Governance and Policy Lead, the Engagement & Communications Lead and the thematic leads to ensure alignment between Fondation Botnar’s policy strategy, stakeholder engagement and programmatic work.
- Keep abreast of the latest policy discussions and developments around young people’s rights and wellbeing, for example, on the following topics: digital politics and digital transformation, health and wellbeing, and urban governance.
- Support the development of theme-specific evidence-based policy and advocacy recommendations to position the foundation as part of its philanthropic strategy implementation.
- Support Fondation Botnar and its partners in the development of effective approaches to processing evidence for informing policy and practice.
- Ensure that the policy dimension of young people’s wellbeing is always considered when we design our philanthropic work and facilitate synergies between and across projects and portfolios.
- Build respectful and trusted partnerships, facilitate collaboration and coordinate joint policy and advocacy projects with key stakeholders and partners.
- Convene and facilitate stakeholder meetings and support key events, with a particular focus on engaging and collaborating with local partners and young people.
- Contribute to further developing the organisation’s stakeholder engagement approach, including curation of management tools.
- Manage policy advocacy-related projects (including oversight of budgets, timelines, and reporting).

About you

You have....

- A Master's degree, preferably in political or social science, public policy, or human rights.
- Minimum 3-5 years of experience in policy-related work in low/middle-income countries (LMICs), preferably in one or more of the following fields: digital politics and digital transformation, young people's health and wellbeing, urban governance.
- Considerable experience of working/ living in LMICs.
- Demonstrable ability to oversee policy research and to analyse policy gaps and opportunities.
- Demonstrable experience in managing impactful policy advocacy projects at the global, regional, national, and/or local levels and a keen understanding of the strengths and limitations of different approaches to policy advocacy.
- Excellent written and verbal communication skills with experience in conveying messages effectively to a range of audiences; fluency (verbal and written) in English is required, other languages are an advantage.
- Strong interpersonal skills, with the ability to collaborate with partners and stakeholders at all levels and across different countries and contexts.
- Facilitation and stakeholder engagement skills.

At Fondation Botnar, we value collaboration and team spirit. You should be a creative, critical, and independent thinker, committed to being part of a small, focused team with shared ideals for the organisation's goals. You should be comfortable working autonomously yet be open to discussion, feedback and guidance from team leads. Cultural sensitivity and awareness are key. A willingness to travel globally is required.

Our offer

- Located in the centre of Basel, our staff has access to state-of-the-art facilities and flexible work arrangements; partial home office is required.
- Working level: 80-100%
- Type of contract: Staff (open-ended)
- Start date: **September 2024**

Application and selection process

Interested qualified candidates submit their complete application (**CV and motivation letter**) to cinfo no later than **6 May 2024** via the "**apply**" link in the advertisement on cinfoPoste. If you have further questions, please contact recruitment@cinfo.ch.

First round of interviews: 3rd week of May

Candidates preferably have or can easily obtain a work permit for Switzerland.