

## Job Description: Policy and Learning Officer

<b>Hours</b>	We are recruiting for a full-time role (37.5 hours per week) although we are open to considering reduced hours and flexible working for the right candidate.
<b>Reports to:</b>	Head of Policy and Learning
<b>Salary:</b>	£25,092 (Inclusive London weighting )
<b>Location</b>	THET has a small office adjoining Regent's Park in London, but we expect all staff to combine home and office working nowadays. We are also open to home-based working for people outside London, with regular visits to London.
<b>Length of contract</b>	<b>Permanent</b>

### About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

THET is an exceptionally friendly place to work, and we have maintained this reputation throughout the challenges of the COVID-19 pandemic. In our most recent staff survey for example, we scored >79% satisfaction ratings across 12 of 15 questions, an 89% approval rating for how the charity is responding to COVID-19.

We have also recently experienced a period of growth bringing the total number of staff at THET to c. 50. Of these, 60% are based in the UK and have access to an office near Regent's Park in London. However, in the past eighteen months we have very actively encouraged applicants from other parts of the UK who are happy to be home-working.

THET offers a range of benefits including 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year; 5% pension contribution when Employee contributes 3%; Cycle to work scheme; and a Child Care voucher scheme.

You can learn more about our work on [our website](#).

## **The team and role overview**

THET's Policy and Learning Team plays a pivotal role in contributing to the quality of THET's work, providing expertise across our grants, programmes, and communications activities, and maintaining THET's position as a thought-leader in the Health Partnership space across the UK and internationally. We are a trusted partner to several UK Government departments and devolved administrations, the All-Party Parliamentary Group on Global Health, and an NGO in Official Relations with the World Health Organization. We are best-known for our contribution to thinking around Health Partnerships and the influence these have on health system strengthening in Low- and Middle-Income Countries and the mutual benefit derived by the UK from a globally engaged National Health Service.

The Policy and Learning Officer plays a crucial role in shaping the policy work of THET, reporting to the team leader, the Head of Policy and Learning. The role will help deliver a policy and learning agenda for THET that is grounded in the evidence of its programme work and encourages continual improvement in ways which are both alert to the wider context in which THET works, and our organisation's commitment to advance Gender Equality, Social Inclusion, and combat racism. The post-holder will also support the design of new programmes as well as provide technical advice and input to the monitoring, evaluation and learning of existing programmes as requested, in partnership with other team members and the THET Programmes Team.

This is a varied role which will require the post holder to combine excellent research and written skills with an ability to respond energetically to requests sometimes made at short notice. There will be scope for the individual to influence the shape of this role in agreement with the Head of Policy and Learning and the wider team members.

## **Key responsibilities**

### **1. Policy and strategic partnerships**

Support the Head of Policy and Learning in maintaining THET's reputation for thought-leadership in Health Partnerships and Human Resources for Health globally by supporting the development of policy positions, papers and reports - informed by our evidence base and further research where necessary - in conjunction with country programmes and external stakeholders across the health partnership and the wider global health communities in the UK and overseas.

In particular, the Officer will support influencing through dissemination of policy reports; engaging in policy dialogue in the UK and LMICs; delivering an agreed programme of work with partners including WHO, FCDO, DHSC, HEE; building evidence from different sources with a particular emphasis on developing partnerships with academic institutions to support research and evidence gathering and publish in academic journals; country offices and other stakeholders to enable/empower policy work/build capacity

### **2. Enabling environment**

Support THET to continue to actively contribute to the wider enabling environment across the UK health system for international volunteering by UK health professionals, by supporting the Head of Policy and Learning to contribute to discussions around the incentives and evidence base for the value of international volunteering.

### 3. Organisational learning

Support the organisation to strengthen the process of creating, retaining and transferring knowledge within THET. The Officer will do so by supporting organisational reflection, learning and change. Additionally, The Officer will support the development of learning events such as monthly Programme Talks which will provide the opportunity for all staff to broaden their knowledge on a range of themes.

#### Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A Degree in a relevant subject or equivalent experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a policy, research or health sector organisation.</li> <li>Experience of research in the global health field.</li> </ul>	<ul style="list-style-type: none"> <li>Experience from a low-or middle-income country.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>International development and / or global health concepts.</li> <li>Policy and influencing</li> <li>Project management cycle</li> <li>Financial management concepts.</li> <li>Demonstrable understanding of Gender Equality, Social Inclusion and Race Equality.</li> </ul>	



<b>Skills</b>	<ul style="list-style-type: none"> <li>• Project management.</li> <li>• Budgeting and financial management, including finance capacity building.</li> <li>• Qualitative and / or quantitative data management and analysis.</li> <li>• Presentation of complicated concepts and data clearly in written and spoken English.</li> <li>• Good IT skills including MS Word, Excel, PowerPoint.</li> <li>• Good communication skills, especially in written English.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Strong commitment to THET's cause and values.</li> <li>• Intercultural sensitivity and awareness.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel overseas and within the UK.</li> <li>• Capacity to respond flexibly to changing requirements.</li> </ul>	

**This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**

