



# Policy & Advocacy Manager

## Role Profile

<b>Job title</b>	<b>Policy &amp; Advocacy Manager</b>
<b>Location</b>	US (East Coast preferred, remote)
<b>Responsible to</b>	Head of Global Advocacy and Policy
<b>Salary</b>	USD \$52,000.00 – 60,000.00 per annum depending on experience
<b>Contract</b>	Full-time Fixed term contract for 12 months (37.5 hours per week)

### About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that access to eye health services are vital to everything, for everyone.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach. We are a growing and successful international organisation registered as a charity in the UK with a dedicated staff team located around the world.

We are seeking someone to be a part of our journey and help us achieve our goals. We are a small charity with a supportive can-do attitude. We are informal but professional and work flexibly. This role offers a real opportunity for someone to contribute our development and progress towards our goals.

### Overview:

The Policy and Advocacy Manager will play a central role in advancing IAPB's engagement at the United Nations during a critical period for global eye health, including the lead-up to and legacy of the Global Summit for Eye Health in 2026. The role will support high-level political engagement, coordination with Member States and UN institutions, and the translation of global commitments into sustained policy momentum beyond 2026.

## Scope and Accountability

Work closely with the Head of Global Advocacy and Policy to deliver IAPB's programme of work at the United Nations and related institutions. This will include:

- Coordinating the UN Friends of Vision Member State group and secretariat, acting as a liaison for Member States and UN Institutions on policy and advocacy initiatives.
- Drafting letters, speeches, policy briefs and briefing materials for United Nations processes and high-level engagements.
- Managing the organisation of advocacy events and strategic engagements at the UN, including high-level briefings, side events, and visibility moments; liaising with senior speakers and government representatives; coordinating promotion; and working closely with communications and events teams.
- Attending global health and development forums and meetings to gather information to support our policy goals and to represent IAPB and the eye health sector.
- Monitoring and analysing relevant activities across the UN system and related institutions, including UN reform processes and post-2030 agenda discussions, to identify policy and advocacy opportunities that advance vision and eye health as a development enabler.
- Supporting the development of advocacy capacity across the eye health sector, including liaising with IAPB members and partners, coordinating shared activities, and producing tools and guidance that support national implementation of global commitments emerging from UN processes and the Global Summit for Eye Health.
- Working closely with IAPB's Communications, Knowledge and Regional teams, to raise the profile of IAPB messages and advocacy activity, including providing content for internal and external communications.
- Producing project plans, milestones and key outcomes for policy and advocacy initiatives, including multi-year workstreams linked to UN engagement and the Global Summit for Eye Health, for discussion and agreement with the Head of Global Advocacy and Policy and Senior Leadership Team.
- Providing input into advocacy and policy strategies for IAPB and the wider eye health sector.

### General

- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are always applied.
- To be an ambassador for IAPB and demonstrate IAPB organisational behaviours – Ambitious, Collaborative, Inclusive and Strategic.



## **Education, Skills & Experience**

Knowledge (Education & Related Experience):

*Required:*

- Graduate degree in related field (International Affairs, Political Science, Public Health)
- 2-5 years of professional experience in advocacy and policy work, preferably in international development and/or health related context
- Knowledge of relevant global development policies and activities, in particular familiarity with the 2030 Agenda for Sustainable Development and emerging discussions on the post-2030 global development framework, and international organization systems, such as the United Nations, World Health Organization etc
- Ability to work in UK/ US Time zone

*Desirable:*

- Experience with engaging diverse actors in international development, such as government institutions, communities, civil society, NGOs, donors, UN agencies
- Experience supporting or coordinating multi-stakeholder or Member State-led initiatives within the UN system
- Experience coordinating or organizing high-level political events, summits, or global campaigns

**Skills Required**

- Excellent oral and written communication skills, with the ability to convey complex policy and advocacy messages clearly, concisely, and persuasively to diverse multilateral and diplomatic audiences
- Ability to navigate political and institutional dynamics with discretion, diplomacy, and sound judgement
- Project management skills with the ability to deliver projects on time and within budget and work with a wide range of stakeholders
- Positive, solution-oriented collaborative team player
- Able to take initiative and work independently to deliver key activities.
- Strong ability to collate and present diverse information from varied sources in an engaging format.
- Ability to remote work in a multicultural, global team environment

**Corporate Competencies and Key Behaviours:**

- Passionate about affecting change at a global level with a deep commitment to the vision, mission and strategic goals of IAPB
- Demonstrates integrity by modelling the IAPB's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Action orientated



## **Other Information**

- Generous annual leave entitlement.
- Flexible working.
- Employee Assistance Provider.
- Various family friendly policies.
- We are only accepting applicants with a right to work in the UK or US; we are unable to sponsor people requiring a work visa.

## **To apply:**

Please apply via CharityJob.

Closing date Friday 20<sup>th</sup> March 2026. IAPB reserves the right to close the vacancy early.

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days of the closing date, please assume your application has been unsuccessful. We request that previous applicants do not re-apply.

We request no contact from agencies.