



AMNESTY INTERNATIONAL ITALY – JOB DESCRIPTION

<p>Job title: Institutional Affairs Project Officer</p> <p>Purpose of the role: supporting to establish effective partnerships and networks, helping to raise public awareness on our fights for human rights.</p>
<p>Unit description: we contribute to the positioning of the Section on the various issues, managing the institutional relations and leading lobby plans for the implementation of legislative change.</p>
<p>Main functions The role involves, but is not limited to, the following functions:</p> <ol style="list-style-type: none"> 1. Establishing an effective collaboration with local institutions (e.g. municipalities, regions, ...) and other stakeholders for specific campaigns to ensure impact for human rights change. 2. Collaborate to the management of high-level institutional relations of our Section to increase our political impact. 3. Supporting the activities of analysis and technical-legal desk research related to the campaigns proposed by our Section in order to increase quality of our policy work. 4. Supporting the evaluation and monitor lobby and policy activities on key campaigns to ensure an accountable approach, together with campaigning colleagues.
<p>Main responsibilities In collaboration with other workers the holder of this position will have these responsibilities:</p> <ol style="list-style-type: none"> 1. Liaising with Activism Unit in order to establish and manage effective partnerships and actions with local groups. 2. Supporting the Unit in the implementation of lobbying plans by ensuring follow-up in networking with institutions and other relevant stakeholders. 3. Cooperating with colleagues in the Campaign Unit for the content conversion into technical-legal actions. 4. Establishing an effective collaboration with colleagues in the Spokesperson Unit to define our positioning on specific current political issues.
<p>Budget responsibility: No</p>
<p>Main relationships Reports to: Lobbying and Policy Senior Officer</p> <p>Other relevant relationships: Establish and manage partnerships and effective communication with activists.</p>
<p>Organizational competencies The Competency Dictionary of Amnesty International Italy focusses on “how” we work rather than on “what” we do, by defining behaviours expected of a group of workers cooperating to achieve a common objective.</p> <ol style="list-style-type: none"> 1. Audacious and Rigorous: we have a sense of hope, urgency, ambition and daring that drives us to take risks and to seek creative solutions. We aim to develop programmes that are effective and build confidence that our work is credible, politically astute and worth promoting.



2. Agility and Responsibility: we are nimble, flexible and creative in the face of challenge, we make speedy decisions and deliver quickly and effectively. We confidently and transparently assess our performance and proactively pursue a result-driven culture.
3. Challenging and Respectful: we support the right to challenge and are willing to question decisions, behaviours, and laws in the interest of achieving positive change externally and internally. We value the opinions, professional expertise and diversity.

Technical knowledge

1. Excellent knowledge of successful techniques to lobby politicians and key decision makers at local level.
2. Good understanding of the European human rights system, Italian parliamentary system and devolved administrations functions.
3. Excellent knowledge of desk research tools and methodologies.

Equality statement

Equality and diversity are core values and staff are expected to work to promote a constructive and thoughtful approach so as to shape an organization where the work of others is enhanced and respected.

Conflict of interest

Any public or other activity, affiliation or support to groups, organizations, personal associations or any other factors which may generate a real or perceived conflict of interest with the principles of Amnesty International (specifically independence and impartiality), raise a security problem, or otherwise prevent the achievement of the set goals or the carrying out of assigned functions, must be indicated immediately.

Date: 13/07/2019

Giovanni Rufini
Country Director

Signed and agree

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.