

JOB DESCRIPTION

POLICY AND ADVOCACY OFFICER

Reports to: Manager of Policy and Government Relations

Working Conditions: Full-time, Monday-Friday, with occasional evening and weekend work. This position is home-based and must be located Western Canada, specifically the BC/AB region. Occasional travel within Canada may be required.

POSITION SUMMARY:

The Policy and Advocacy Officer supports Food Banks Canada's national efforts in advocacy, evidence-based policy development, and engagement with the federal government. This role collaborates with Food Banks Canada staff, the food bank network, federal officials, and elected representatives to advance long-term solutions to reduce hunger and poverty in Canada.

Reporting to the Manager, Advocacy and Government Relations, this role contributes to the implementation of Food Banks Canada strategic plan as it relates to advocacy, policy development, and government relations. Key responsibilities include supporting in the development of advocacy campaigns, conducting policy research, drafting reports and related materials, and coordinating government and stakeholder engagement activities.

RESPONSIBILITIES:

- Assist the Manager, Advocacy and Government Relations in the development and execution of Food Banks Canada's advocacy, policy and government relations deliverables
- Conduct research and impact analysis on policy, legislation, and regulatory issues; monitors government and legislative activity and reports regularly on how these developments affect the policy and government relations goals of Food Banks Canada and the food bank network
- Support the development of Food Banks Canada signature reports, such as the HungerCount and Poverty Report Card
- Assist in the drafting of briefing material, reports, policy recommendations, and consultation submissions to support Food Banks Canada's advocacy and government relations work, in collaboration with the Research Department
- Support the planning and execution of advocacy campaigns that seek to raise awareness and understanding about food insecurity and poverty in Canada, and that seek to influence policy change
- Support the development and execution of an advocacy development plan to build advocacy and public policy skills and competencies for the food bank network, to enhance national, provincial, and local advocacy
- Develop and maintain relationships with elected officials, political staff, and federal public servants, acting as a liaison on behalf of Food Banks Canada
- In collaboration with the Manager, Advocacy and Government Relations maintain regular contact with provincial associations and provide advice and assistance on advocacy, policy, and government relations
- Liaise and partner with other non-profit organizations in the food security, anti-poverty, and social development space, particularly in relation to the advancement of common public policy recommendations and advocacy campaigns, in alignment with departmental objectives
- Maintain an in-depth understanding of current issues, trends, and opportunities in Canada and understands their impact on Food Banks Canada's mission, vision, and strategy

- Effectively communicate Food Banks Canada's key messages to external audiences through presentations, briefing materials, and other communication materials, as required
- Ensure compliance with Food Banks Canada's policies and statutory obligations, including but not limited to the *Lobbying Act*
- Other duties as assigned

CORE COMPETENCIES:

1. **Relationship Building & Collaboration:** *Builds effective relationships and cooperates with internal and external stakeholders to strengthen Food Banks Canada's culture, support diversity and inclusion in the workplace, and achieve shared goals.*

Behavioural Indicators:

- Cooperates with others by encouraging their participation and valuing their contributions
- Seeks out opportunities to collaborate with and help others on their team
- Builds rapport with internal and/or external stakeholders by seeking to understand their interests and finding common ground
- Works effectively and gets along with a wide variety of individuals and groups, valuing diverse views and opinions
- Seeks out and values constructive feedback, using feedback to identify areas for self-improvement

2. **Commitment to Results:** *Demonstrates commitment to Food Banks Canada's mission and purpose, uses effective planning to determine the steps needed to achieve results, and is accountable to following those steps to reach goals.*

Behavioural Indicators:

- Develops work plans to structure individual work to achieve goals
- Looks for ways to improve individual performance to add value for the organization
- Can be relied upon to follow through on commitments with minimal or no supervision
- Demonstrates commitment to goals in the face of obstacles and identifies where workplans may need to be changed to achieve desired results
- Consistently delivers high quality work within or before deadlines

3. **Flexibility & Adaptability:** *Easily adapts to different conditions and scenarios within one's role and the organization and demonstrates openness to new ways of doing things.*

Behavioural Indicators:

- Demonstrates positivity and openness when faced with a change and shifts priorities accordingly
- Seeks out further information or new skills in order to facilitate adaptation of a change
- Exhibits flexibility in approach to meet the needs of unique situations while adhering to organizational values
- Welcomes and fully supports changes and new ways of doing things in their work
- Makes changes to work plans to adjust to changing priorities and needs

4. **Problem Solving & Judgement:** *Assesses situations, analyzes information, and uses sound judgment to find solutions to issues and mitigate risk, soliciting input from others where appropriate.*

Behavioural Indicators:

- Uses an analytical approach to identify underlying causes of issues to determine the best solution

- Evaluates multiple options to determine the best way to move forward when situations are ambiguous
- Generates own ideas and solutions to issues prior to escalating and bringing them forward
- Identifies potential risks impacting the achievement of strategic goals and takes steps to mitigate risk

5. **Communication:** *Listens actively and clearly conveys information and ideas verbally and in writing, in a professional and respectful manner, to ensure mutual understanding.*

Behavioural Indicators:

- Actively listens to and considers the thoughts and ideas of others
- Demonstrates an awareness of non-verbal communication and utilizes appropriate and professional body language
- Communicates clearly, concisely, and professionally in-person and through electronic means
- Able to determine appropriate communication channels and methods for a particular scenario, message, or audience

KNOWLEDGE, SKILLS & ABILITIES:

- Self-starter with the ability to effectively coordinate multiple projects, deadlines, and priorities
- Clear, professional, and warm communicator
- Professional presence, with a positive attitude and self-starter, accountable approach
- Solid project management skills
- Problem solver and strong relationship building skills
- Exceptional attention to detail and accuracy including strong proofreading skills
- Ability to work with a wide variety of people and levels
- Proven written and verbal communication skills
- Candidate must demonstrate a deep knowledge of Canada's political systems and an understanding of how public policy is implemented
- Committed to organizational mission of reducing hunger
- Bilingualism (English/French) is an asset

EXPERIENCE, EDUCATION & QUALIFICATIONS:

- Completion of an undergraduate degree or equivalent, preferably in political science
- Minimum 4 years relevant experience and/or education
- Experience working in a team environment, preferably in a political setting
- Experience working in federal politics is an asset

This job description is provided to capture the primary components of this role. It is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

From time to time, Food Banks Canada may make changes to this job description. Reasons for such changes include, but are not limited to, changes in business processes and practices, technology changes, legal requirements, network feedback, or changes to organization structure and reporting relationships.