

Programme Advisor (Multilateral)

Full time, fixed-term position in the Programme Team, reporting to the Principal Programme Advisor

Role Overview

This is a new role created to lead The Elders' cross-cutting commitment on multilateralism in its 2023-2027 strategy. The Elders' core programme areas (climate crisis, pandemics, nuclear weapons and conflict) rely heavily on strengthening the multilateral system to deliver impact for the global public good. Building a strong case, based on independent and diverse perspectives, in defence of multilateralism, which Elders can use in their public advocacy and private diplomacy will be a priority for this role. A permanent position will be based in New York. Whilst recruitment for this position takes place, an interim six month fixed-term role (with the potential for a six month extension) based in London is being established. This job description covers this interim period while recruitment of a permanent position takes place.

The post holder will work closely with and provide support to Programme Advisors to deepen their multilateral networks, primarily focused on the multilateral institutions of most relevance to Elders' programmes. The post holder will collaborate with colleagues from the Communications Team to ensure the effective communication of Elders' commitments on multilateralism to the public. The post holder will work closely with the Programme Officer (Cross-cutting commitments) and will report to the Principal Programme Advisor (Pandemics), who oversees delivery of The Elders' cross-cutting work.

Main Duties and Responsibilities:

Lead

- Working with colleagues in the Programme Team, oversee the finalisation of the Elders' policy position paper on multilateralism, currently in draft form, and coordinate with communications colleagues on its launch in 2025.
- Coordinate options for Elders' strategic engagement with priority multilateral fora (G20 and G7) - working closely with the Programme Team to reflect programmatic priorities.
- As appropriate, coordinate Elders' participation in selected multilateral events where several programmes have an interest – e.g. UNGA High-Level Week. Develop relationships with presidencies/governments in advance to understand the agenda and influencing opportunities.
- Undertake research and updates on initiatives to reform the global financial architecture, contributing ideas on how Elders can engage as appropriate. Represent the Secretariat at external events and consultations as agreed with the Principal Programme Advisor (Pandemics).

Support to Programme Advisors

- Support the Senior Programme Advisor (Conflict) on research on international peace and security (IPS) architecture reform, identifying influencing opportunities and building relationships.

- Undertake scoping, analysis and research on multilateral approaches and opportunities to strengthen influence and programmatic impact as agreed with programme leads.
- Conduct consultations and analysis to help identify potential new entry points for The Elders multilateral engagement on each programme area.
- Draft written materials, including contributions to The Elders' board meeting papers, briefing books, talking points, and op-eds on multilateralism, as requested or appropriate.
- Conduct horizon-scanning, following relevant events and policy developments on agreed priorities and themes of importance on multilateralism to programme leads, and share these with the programme team in a timely manner.
- Work closely with the Programme Officer (Cross-Cutting Commitments) to ensure a coherent approach, and reporting, on Elders cross-cutting commitments.
- Participate in weekly programme team meetings, and other internal meetings as required.

External relations

- Build and maintain relationships with the UN and its agencies, Multilateral Development Banks, diplomatic communities and leading experts/organisations on multilateralism to inform our strategic approach and identify opportunities for engagement, as agreed in the annual operational plan and aligned with the 2023-27 Elders' strategy.
- Assist Programme Advisors in identifying new contacts and conducting outreach to a diverse range of global partners, including think tanks and experts from non-Western regions. This effort aims to broaden our approach to multilateralism beyond traditional networks and like-minded actors, with particular emphasis on incorporating perspectives from countries such as China.
- As requested, support Programme Advisors with the maintenance and development of the existing network of contacts with governments, civil society organisations, opinion-leaders, parliamentarians, academic institutions and think tanks, to aid research and analysis, develop collaboration and further Elders' initiatives on multilateralism.

Person Specification *Essential:*

- At least 10 years' relevant professional experience or a relevant postgraduate qualification (e.g. international relations, political science, global studies, development studies) and at least seven years' relevant professional experience - including advocacy on multilateralism, or direct experience from within multilateral institutions.
- A strong personal commitment to the mission and values of The Elders.
- Excellent written and spoken English
- Experience collaborating with UN entities, Member States, and other multilateral organisations, and expert knowledge of the multilateral system and of the UN system.
- Ability to work at pace in response to changing global developments contexts and crises and issues which the Elders are focused on.
- Understanding of the global financial architecture and current reform initiatives.
- Understanding of the current global governance reform proposals and emerging threats to the multilateral system.
- A flexible style and willingness to work in a small, collaborative team.
- Applicants must have the right to work in the UK

Desirable

- Experience or knowledge of other Elders' cross-cutting priorities – in particular gender
- Expertise on UN reform and its evolution