

Job Profile

Job Title	Head of Policy
Team member in	Defence & Security
Reports to	Senior Director of Global Programme
Direct reports	Policy and Advocacy Staff, Interns, Consultants
Key relationships (external)	☒ Parliamentarians (MEPs) ☒ Business ☒ Media ☐ Investigative Journalists ☒ NGO's ☒ Policy Setters ☐ Academics & Researchers ☒ Donors & Funding Partners ☐ WHO ☒ NATO ☒ UN agencies ☐ UNESCO ☒ Civil Society ☐ External Auditor ☐ Workspace provider
Key relationships (internal)	☒ Defence & Security Thematic Network ☐ Global Health Thematic Network ☐ UK Programme – Corruption & the UK ☒ UK Programme – Business Integrity ☐ Shared Services – People, Finance, Technology & Compliance ☐ Senior Leadership Team ☐ Chief Executive's Office ☒ Programme Development Unit ☐ Board of Trustees ☐ Advisory Council ☐ Business Integrity Forum ☐ TIPS ☒ TI Chapters ☒ TI Secretariat ☐ UK Anti-Corruption Coalition
About the role	
Role Purpose	The Head of Policy provides strategic direction and leadership to advance Transparency International Defence & Security (TI-DS) policy impact by translating evidence into systemic change to strengthen defence and security institutions globally. The postholder will lead policy and stakeholder engagement at regional and global levels and support nationally led efforts to influence decision-makers towards reforms grounded in evidence informed policy positions. As part of the TI-DS leadership team, the postholder formulates the policy and stakeholder engagement strategy, oversees its operational, budget and resource plans and manage advocacy and policy staff.
Key responsibilities	• Leading • Managing and empowering • Performance and programme delivery • Policy development and communications
Leading	• As a member of the TI-DS leadership team, actively contribute to strategic decision-making within the programme • Set specific evidence informed policy objectives that the programme can advance in the short, medium and longer term • Develop and oversee an implementation plan and budget on policy and advocacy objectives

	• Contribute to TI-DS' strategy and shape the policy, advocacy and engagement areas of work • Provide strategic input to research, policy and communications to maximise policy impact and public engagement
Managing & Empowering	• Manage the policy and advocacy staff of the programme through inspirational leadership, career development, and mentoring • Closely liaise with TI-DS research colleagues to ensure coherence across workstreams and deliverables • Forecast and plan resource requirements for policy and advocacy activities and staffing, and upskilling. • Support TI chapters and other national stakeholders to drive forward policy positions in their country contexts ensuring connections to regional and global dialogues • Ensure timely and effective communication on areas of work within and across teams
Performance Delivery	• Deliver policy and advocacy results to a high standard in a timely manner and within budget. • Identify and assess emerging risks and opportunities for programme delivery, ensuring these are communicated for mitigation to TI-DS leadership • Monitor and track implementation of programme delivery and their impact on policy and practice. • Assess existing initiatives and integrate learnings into current and future programme delivery and strategies • Contribute to the programme's overall MEL strategy design and implementation.
Programme delivery	• Build and maintain key regional and global stakeholders including but not limited to UN, EU, NATO, OECD, AU, Commonwealth, thinktanks (DCAF, SIPRI), academics, TI Chapters and other civil society actors to advance policy positions • Oversee translation of TI-DS research findings into clear, actionable policy recommendations for national and multilateral decision-makers, and oversight bodies. • Develop and oversee stakeholder and advocacy engagement strategies at global and regional levels as well as working with national stakeholders to achieve policy positions • Work with Senior Policy Officer to compile and provide strategic input and recommendations to TI-DS research informed by global, regional and national policy debates
Policy Development	• Ensure the programme keeps abreast of and advise on global policy trends and advocacy priorities in defence and security • Advise on legislative, regulatory and institutional reforms that strengthen transparency and accountability in defence. • Supervise, or support or the drafting of consultation responses, position papers and high-level submissions to international and regional bodies.

	• Represent TI-DS externally at conferences and events to advance policy positions
Communications	• Oversee development of policy and advocacy messaging and communication strategies targeting senior policymakers and opinion-formers. • Oversee production of op-eds, press statements/quotes, and digital content to amplify TI-DS influence and visibility.
Fundraising and Donor Relations	• Lead and/or contribute to resource mobilisation by developing and integrating policy and advocacy components into funding proposals/bids • Champion the impact of TI-DS policy and advocacy work to current and prospective donors, partners and stakeholders. • Ensure high-quality and timely inputs to donor proposals, bids, reports and evaluations.
Culture	• Uphold the highest standards of integrity and ethical conduct. • Model TI-UK's values of integrity, transparency, collaboration, and respect for difference. • Promote diversity, equity, and inclusion within the team and across partnerships. • Foster a culture where colleagues can speak up and raise concerns safely.

About you	Our Person Specification covers the following skills and experience:
Skills required	Soft skills: • Leadership: provides clear strategic direction for policy positions and advocacy strategies ; able to motivate and hold a diverse, international team accountable for high performance and make connections across global, regional and national levels. • Strategic Judgement: synthesise and translate external trends and implications, manages risk and opportunity, and advises on positioning and adaptive responses. • Influencing and Negotiating: persuasively engages senior policymakers, donors, and partners to advance policy goals • Critical Thinking: assesses political and policy developments efficiently and creatively; weighs competing priorities and evidence to deliver informed and timely advocacy decisions. • Collaborating and Communicating: fosters cross-team coordination between advocacy, research and communications; ensures coherence of external messaging • Resilience and Adaptability: leads confidently under pressure and in fast-changing geopolitical environments, maintaining focus on long-term impact. Hard skills: • Technical: applies specialist knowledge on defence and security policy, anti-corruption frameworks and multilateral and national decision-making processes. • Analytical: synthesises complex research and political analysis into clear, concise, and actionable advocacy products, as well as targeted and relevant policy recommendations. • Policy Development: designs and articulates clear policy positions based on evidence; advises on institutional reforms and global standards that strengthen transparency and accountability in defence and security • Programme and Project Management: plans and oversees complex policy and advocacy initiatives, implementation of workstreams and budget management • Language: writes and speaks persuasively for expert and non-expert audiences; prepares high-quality briefs, interventions, and media outputs in English (knowledge of French and/or another UN language desirable). • Strategy: designs compelling policy positions and produces strategic materials that translate evidence and complex technical findings into influential change • Monitoring and Evaluation: uses data and analytical insight to assess policy and advocacy effectiveness, integrate learning, and adapt strategies.
Experience (essential)	Subject matter expertise: ☒ First degree in a related subject or equivalent experience. ☐ Additional qualification in X or similar. Select those that apply: ☐ Up to date with trends, developments, and best practice in Anti-Corruption. ☒ Up to date with trends, developments, and best practice in defence and security sector engagement or processes ☐ Membership of a relevant professional body. ☒ Experience with multilateral agency engagement and processes

	☐ Experience in interpreting laws, policies and regulations and providing specialist advice and guidance to others Written and verbal communication: Select those that apply: ☒ Strong written communication and verbal presentation skills with ability to deliver high quality briefings, reports and presentations ☐ Clear, concise and structured communications, especially in interactions with senior and executive individuals ☒ Proven experience as an effective communicator engaging diverse audiences. Team & Stakeholder management: Select those that apply: ☒ Track record in general management of teams and projects, involving co-ordination of multiple stakeholders. ☒ Proven people management and leadership skills, ☒ Committed to fostering an environment where everyone is treated with dignity in line with our values of integrity, respecting difference, collaboration, and courage. ☒ Excellent relationship management and interpersonal skills ☒ Excellent facilitation skills, including the ability to support collaborative activities. Diplomacy, tact and ability to build consensus, including with senior individuals. ☒ Proven track record of effective stakeholder management. ☒ Worked successfully at a senior level.
Experience (desirable)	Select those that apply: ☒ Up to date with trends, developments, and best practice in Anti-Corruption. ☒ A successful track record of resource generation for programme delivery. ☒ Knowledge of safeguarding ☒ Experience in designing and implementing internal and external communication strategies that encourage participation and buy-in from key stakeholders ☐ Worked successfully in another charity in a similar role ☐ Proficiency in languages other than English
Delivering our Values This role seeks to positively support the mission and vision of Transparency International here in the UK and more widely across the movement	We will • act with integrity • value and respect differences • work collaboratively across Transparency International, our global movement and with partners • have the courage to demand better of ourselves and others.

Where the role is performed	This role will involve a blended approach of remote/home-based working with in-person meeting and collaboration as necessary. We avoid prescriptive rules but are clear on the need to ensure that everyone contributes to a high performing, collaborative, efficient and effective workplace.
In-person location	UK
Blended working flexibility envisaged of the role	☒ Weekly Flexibility – you may need to adapt your diary and availability at short notice to be available in-person. We would envisage you have a week's notice provided to allow you time to arrange this. ☐ Fortnightly Flexibility - whilst you will generally be able to plan your workload and diary, there may be occasions where increased flexibility is required. We would envisage you having two weeks' notice provided to allow you to arrange this. ☐ Monthly Flexibility – you should be able to predict throughout the year the times when you will be required to meet in-person. We would envisage you have three / four weeks' notice provided to allow you to arrange this.
Travel / Events	☐ No/ limited travel or events attendance is anticipated for this role. ☐ Some UK travel may be required, as well as occasional evening events. ☒ As this is an international role, some international travel may be required, as well as occasional calls outside of the typical working day.
Criminal Record Checks	Criminal record checks may be required for donors including DBS
Grade Level / Seniority	☒ 5-Head of Role
Contract Type (full time is 35hrs per week)	☒ Permanent (Full time), ☐ Fixed Term (Full time) – x month contract ☐ Permanent (Part time), ☐ Fixed Term (Part time) – x month contract
Approval date	09/07/2026