

Job Description – Policy & Advocacy Manager (International)

Job title:	Policy & Advocacy Manager (International)
Department:	Advocacy
Reports to (role):	Policy & Advocacy Director
Staff or contract:	Permanent
Date revised:	

1 PURPOSE OF THE JOB

The Policy & Advocacy Manager (International) is responsible for monitoring and engaging on global legislative and regulatory developments affecting IMCA members, with a particular focus on international maritime policy. Working closely with the Policy & Advocacy Director, the role will support IMCA's engagement with the International Maritime Organization (IMO) and other international stakeholders, helping to shape policy outcomes through evidence-based briefings, consultation responses and position papers.

KEY RESPONSIBILITIES

- Horizon scan and monitor global legislative and regulatory developments impacting IMCA members
- Working closely with the Policy & Advocacy Director, manage our engagement programme at the International Maritime Organisation (IMO)
- Draft policy briefings, consultation responses and position papers – ensuring IMCA's voice is heard in the international policy making process
- Cultivate relationships between IMCA and flag states, international organisations and regulators – seeking opportunities to collaborate and to influence policy
- Work closely with the IMCA technical team and relevant IMCA committees to share industry expertise and views into the policy making process, both directly and through bringing IMCA experts to the table
- Provide timely internal updates on policy developments and draft international policy content to the communications team
- Support targeted advocacy work outside of Europe on an ad hoc basis, working closely with the Policy & Advocacy Director and IMCA colleagues

2 SKILLS AND EXPERIENCE – POLICY & ADVOCACY MANAGER (INTERNATIONAL)

- **Essential:**
 - Experience of working on international or multi-country policy, ideally within a membership, regulatory, or not-for-profit organisation.
 - Track record in engaging with government organisations, political representatives and regulators.
 - Enjoys policy research and working with complex policy documents.
 - Excellent written communication skills, with an ability to translate complex information into concise text – showcasing impact and relevance.
 - An excellent verbal communicator, confident in presenting persuasively to audiences big and small.
 - Familiar with developing policy briefings, consultation responses and other advocacy materials.
 - Willingness to travel regularly to the IMO (based in London) and to other countries as needed on an ad hoc basis.

- **Preferred:**

- Experience engaging with the IMO and/or the maritime sector.
- Experience working with trade associations or industry bodies.
- Degree or equivalent qualification in public policy, law, political science, or related field.

This job description documents the key roles and responsibilities and is not intended to be an exhaustive list; other duties may be required and/or amended depending on the needs of the business.