

## JOB DESCRIPTION

**Job title:** Senior US Policy Advisor, Transition Minerals  
**Reports to:** Head of Policy and EU Relations, Transition Minerals  
**Contract:** Fixed term contract (till end of 2025)  
**Location:** Washington DC

### About the campaign

In responding to the climate emergency, the world must move from fossil fuels to renewable energy rapidly and equitably. Transition minerals are in the spotlight because the energy transition is projected to require unprecedented mineral extraction, putting both the environment and those who seek to protect it at risk.

The renewable energy transition must be just and equitable and not perpetuate existing global inequality. The Transition Minerals (TM) campaign aims to raise awareness of, and challenge, the negative social, environmental and governance risks facing affected communities (mainly based in the Global South). It will advocate for greater transparency, accountability, governance in the extractives industry and call for a fair and just transition to clean energy for people and the planet. The expansion of mineral production should economically benefit citizens of producer countries and should not come at the expense of community rights and the environment.

### Role Purpose

The Senior Policy Advisor (US) will play a critical role in shaping and advancing the policy agenda for the Transition Minerals campaign for an international NGO with an outpost in Washington, DC. Focused primarily on advising on policy around a fair and equitable energy transition and mitigating the negative effects of increasing exploration of transition minerals essential for the renewables transition; the incumbent will map and navigate the complex policy landscape, engage with key stakeholders, and strategize to influence decision-making processes to ensure fair benefit sharing and public participation. The role requires a deep understanding of Washington's policy dynamics, access to lawmakers, and a proactive approach to addressing emerging challenges and opportunities driven by the US's expanding need for transition minerals.

## **Key responsibilities and accountabilities**

### **Research, Policy Analysis and Strategy Development**

- Lead the development of strategy, analyze and monitor policy developments and deliver impactful advocacy strategies in US for the Campaign with team support;
- Explore legislative proposals related to TM campaign target countries, analyzing their implications and recommending appropriate responses;
- Assess legal requirements for multinational corporations operating in the US and overseas, including due diligence regulations and certification schemes, to ensure responsible practices;
- Deepen understanding of the US approach to accessing TM globally, particularly in Africa and other Global South regions, while addressing concerns related to responsible mining and fair revenue share;
- Conduct in-depth assessments of legislative frameworks and state department approaches to foreign policy. Track the progress of initiatives such as the Minerals Security Partnership, lead on strategy and advocacy campaign for engaging with the MSP.

### **Stakeholder Engagement, Advocacy & Communications**

- Identify upcoming legislation and initiatives pertinent to TM campaign objectives, engage with policymakers, legislators, and other relevant stakeholders to advocate for TM policy objectives and foster partnerships;
- Provide information on the Department of Energy, state department and other relevant bodies' plans regarding supply chains, strategizing on influencing research partners to align with TM campaign policy goals;
- Proactively work with the communications team to align strategies, build media relationships, and produce engaging content;
- Work across team and organisation to advise on communication strategies that resonate with a US specific audience;
- Represent Global Witness in meetings and events, as well as in coalitions and networks.

### **Team working**

- Works openly and co-operatively with other team members;
- Communicates effectively with other team members;
- Responds to challenge, explore new ideas and take initiatives in all aspects of team work;
- Supports other members of the team as necessary;
- Regularly shares own knowledge and learning to support the development of the team;
- Manages specific projects and delivers on time and budget to a high standard.

### **Ways of working and collaborating**

- Proactively supports fundraising and organisational development activities by providing campaign information when requested;
- Represents area of work to existing and potential donors, maintains a broad understanding of the donors supporting your area of work and building relationships with key funders as appropriate;
- Contributes to cross team learning reviews;
- Uses networks and contacts to identify new funding opportunities;
- Contributes to the development of funding proposals and internal and external reporting, working with Global Witness's Finance and Development teams as needed;
- At all times, works within Global Witness policies and procedures, including confidentiality, source protection and security, legal and contractual requirements and general office procedures;
- Works collaboratively with colleagues across Global Witness to collectively deliver our mission, vision and aims, including by playing an active role in campaign and organisation-wide working groups and meetings;
- Demonstrates a strong commitment to creating an inclusive, equal and diverse workplace.

## **Other**

- Where required, oversees the work of other team members, interns or consultants
- Carries out any other duties equal to the skills and responsibilities required for this role as directed by Head of Policy and EU relations, Transition Minerals

## **PERSON SPECIFICATION**

To be successful in this role you'll have:

- Flexibility to adapt to evolving priorities and challenges, including potential shifts in political landscapes.
- High level of political acumen and understanding of legislative processes in Washington, DC.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Exceptional analytical and research skills, with the ability to synthesize complex information into actionable insights.
- Strong communication and interpersonal skills, capable of effectively engaging diverse stakeholders and building coalitions.
- Strategic thinker with a proactive approach to problem-solving and a demonstrated ability to influence policy outcomes.
- Extensive experience in policy analysis and advocacy, preferably within the NGO sector or government agencies.
- Proven track record of engaging with policymakers, legislators, and stakeholders in Washington, DC.
- Self-awareness understanding your strengths, limitations, and your impact on others
- An affinity to the Global Witness values and actively participate in Global Witness' diversity and inclusion journey
- Familiarity with minerals policy, renewable energy, climate and environmental issues
- An understanding of policy landscapes in the EU and China
- Willingness to work flexible hours to meet the needs of a multi-geography team
- Understanding the Dodd Frank Act, Inflation Reduction Act and Energy Act and their implications for Transition Minerals policy objectives.