

Public Affairs Officer

Job Description and Person Specification



Hours	Part time, 4 days per week (Flexible working proposals can be considered)
Contract	Permanent
Salary	£34,000 (ILW) pro rated
Other benefits	Pension scheme (8% employer contribution), 27 days annual leave (plus bank holidays), train/bike loan, centrally located office (close to Vauxhall/Westminster)*, enhanced maternity leave provision, externally provided Employee Assistance Programme, optional external supervision
Reports to	Head of Public Affairs
Other	Occasional UK wide travel, including some overnight travel, when required

* We are observing a hybrid working policy, which provides for flexibility to work from home with an expectation that a minimum of 1-2 days per week is office-based work, dependent on team and other meetings.

Role overview: The postholder will support EVAW to meet its public affairs objectives which are central to our ability to influence change at all levels of government, across departments and other statutory stakeholders. The postholder will help ensure that policy makers and politicians prioritise VAWG prevention and develop policy and practice that is intersectional, inclusive and responds to women's lived realities. Current priorities for EVAW include: campaigning for more prevention work in schools and to uphold girls' rights to education, improving the criminal justice response to survivors; particularly of rape and sexual abuse; ensuring VAWG is prioritized by political parties in the lead up to the General Election.

KEY TASKS AND RESPONSIBILITIES

Political monitoring and research

- Keep abreast of political developments in the field of violence against women and girls (VAWG), including new research, party political positions and emerging issues.
- Monitor and summarize key Parliamentary debates and questions relating to VAWG, human rights and equalities.
- Keep up to date with emerging research and policy developments related to violence against women and girls and related issues.
- Keep abreast of wider political and policy developments in related human rights, equalities and social justice issues

Advocacy and influencing

- Support the Head of Public Affairs in identifying and setting targets for new political contacts and cultivate these contacts. These will include government, political advisors, opposition parties, Mayors and political assemblies, relevant commissioners and NGOs among others.
- Maintain a political contacts database and tracking system.
- Contribute to EVAW's lobbying and campaigns work in the lead up to the General Election in 2024.
- Contribute to the planning and delivery of annual political party conference activities.
- Arrange meetings and events with political and other stakeholders, including Parliamentary events.

- Assist in research and preparation of briefings for Parliamentarians and other key stakeholders – as well as briefings for colleagues.
- Be available to support with giving advice on advocacy and influencing work to members.
- Support the drafting of written submissions, such as government and select committee consultations.

Anti-racism

- Contribute to strengthening EVAW's anti-racism analysis and campaigning by bringing knowledge, insight and suggestions;
- Demonstrate commitment to ensuring values of anti-racism and intersectionality are threaded into all EVAW's work;
- Actively participate in EVAW's review of our internal practices and culture in relation to race/ethnicity.

General

- Contribute to monitoring, evaluation and learning for the organisation
- Protect the organisation's core values and profile when producing work or attending external events
- Undertake other tasks and responsibilities reasonably requested by the Head of Public Affairs and Director team
- Attend events on issues relating to EVAW's work and participate in policy related meetings/events as agreed;
- Attend and contribute to regular team meetings and team planning sessions;
- Attend 1-1 supervision with your line-manager;
- Work with EVAW's communications, membership, campaigns and policy functions to deliver organisational objectives.

PERSON SPECIFICATION

Essential

- Excellent oral and written communications skills
- The ability to research, analyse and synthesise political developments and debates
- A minimum of one year's experience of working in or with the UK Parliament or UK political institutions
- Good knowledge of the political system and policy-making in the UK, including Government, Parliament, Whitehall, political parties and the policy community. A reasoned view on how social and political change happen in relation to specific public policy is also expected.
- Good awareness of current affairs and political developments
- Track record in maintaining and building relationships with a wide range of stakeholders.
- Demonstrable experience maintaining information management systems, such as a political contacts database and tracking system
- Demonstrable commitment to women's rights and/or violence prevention and an understanding of how intersecting inequalities affect different women, alongside a clear commitment to anti-discriminatory practice and behaviour
- Some knowledge of policy issues relating to violence against women and girls; including its connection to gender inequality and other structural inequalities. A clear understanding of how marginalized women's experience of VAWG is specific and can feature greater barriers to accessing support and justice

- High degree of self-motivation and creative thinking, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team environment.

Desirable

- Experience in the field of violence against women and girls and/or related sectors such as violence prevention, mental health, homelessness, serious youth violence.
- Experience of working in a campaigns context
- Relevant political, media and other useful contacts
- Insight into the ethics and considerations required when engaging with individuals who have experienced trauma, such as survivors of gender-based violence
- Willingness to travel