



## Policy Manager (Maternity Cover)

<b>Hours:</b>	Part-time, 4 days per week
<b>Contract:</b>	The role is offered as a 9 month fixed-term contract (with potential for extension to 12 months)
<b>Salary:</b>	£45,000 (incl ILW) pro rated (flexible working requests will be considered on request)
<b>Other benefits:</b>	Pension scheme (8% employer contribution), 27 days annual leave (plus bank holidays) pro rated, train/bike loan, centrally located office (close to Vauxhall/Westminster)*
<b>Reports to:</b>	Head of Policy and Campaigns
<b>Other:</b>	Occasional UK wide travel

*\* 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 are office-based work, dependent on team and other meetings.*

**Role overview:** The postholder will play a critical role in delivering EVAW's policy work, including developing policy proposals and positions across a broad spectrum of issue areas as they relate to violence against women and girls to inform and support our campaigning aims and objectives. Working independently, line managed by the Head of Campaigns and Policy, the role will support our evidence-based campaigning, generate and contribute to critical policy discussions, and support the organisation's broad lobbying and influencing strategies.

**About us:** The End Violence Against Women Coalition (EVAW) is a leading UK-wide coalition of +150 women's support services, researchers, activists, victim/survivors and NGOs working to end violence against women and girls in all its forms. Our vision is of a society where women and girls can live their lives free from violence and the threat of violence.

Gender based violence is not inevitable and good public policy and practice can and should address it. But it has to be a priority. [In 2005 women's groups set up our Coalition](#) to try and address the ongoing marginalisation of forms of abuse beyond domestic violence, and the persistent failure to try and prevent violence against women and girls (VAWG) in the first place. We work to build a united movement to collectively disrupt oppressive structures and purposefully influence the political, economic, social and cultural changes necessary to end and prevent violence against women and girls.

## KEY TASKS AND RESPONSIBILITIES

### Policy

- To take the lead on key areas of VAWG policy across EVAW's strategy and business plans - including research, production of policy reports and other materials, dissemination, identification of key messages and campaigning activities;

August 2024

## Policy Manager – Job description & person specification



- Produce high quality, authoritative outputs including briefings, publications, web copy and other materials that communicate complex messages clearly and effectively to a range of audiences, including politicians, campaigners, EVAW members, professionals and other stakeholders;
- Draft responses to Government consultations and Parliamentary inquiries;
- Keep abreast of, and ensure EVAW has comprehensive and up-to-date policy intelligence including new research, statistics, political developments, EVAW member and broader voluntary sector policy positions, among others;
- Ensure EVAW's policy work reflects the lived experiences of women experiencing multiple and intersecting forms of oppression;
- Identify emerging trends and issues in the VAWG policy environment and proposing policy responses to these;
- Acquire, summarise and disseminate new research and developments in VAWG policy and practice internally and externally;
- Be able to attend and represent EVAW at Government and other key stakeholder meetings and events, including speaking on panels;
- Create and maintain knowledge systems the whole team can use for campaigns, media work, public speaking and correspondence;
- Lead on the planning, drafting, delivery and dissemination of EVAW's annual 'VAWG Trends' report.

### **Cross-cutting**

- Support the Head of Policy and Campaigns in developing and delivering annual and thematic campaigns plans, and revisiting these with shifts in the external landscape;
- Identify, advise on and draft policy content and recommendations and asks for campaigns and communications, and support the creation of routes of influence to achieve these;
- Ensure that EVAW is proactive in its campaigning work, creating opportunities to influence and being primed to take emerging opportunities;
- Under the direction of the Head of Policy and Campaigns, commission and manage external consultants;
- Develop ideas for and manage research projects, including with external partners, that relate to organisational objectives;
- Build and strengthen relationships with EVAW members and partners, including from organisations and movements concerned with human rights, anti-racism, equality and non-discrimination, refugee and migrants rights and disabled people's organisations, among others;
- Initiate, develop and maintain working relationships and partnerships with key external stakeholders, including senior civil servants, policy-makers, other decision-makers relevant to EVAW's work.

### **Anti-racism analysis**

- 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;

August 2024

Policy Manager – Job description & person specification



- Actively participate in EVAW's review of our internal practices and culture in relation to race/ethnicity.

### **General**

- Be responsible for monitoring and evaluation in your area of work;
- Undertake other tasks and responsibilities reasonably requested by the Head of Campaigns and Policy / Director / Deputy Director;
- 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 and public affairs functions to deliver organisational objectives.

## **PERSON SPECIFICATION**

### **Essential**

- Strong analytical skills;
- Demonstrable experience of influencing VAWG policy;
- Demonstrable commitment to gender equality and human rights and an understanding of how intersecting inequalities affect different women, alongside a clear commitment to anti-racist and anti-discriminatory practice and behaviour;
- Excellent awareness of the different forms of VAWG, theoretical and practical approaches to them;
- Knowledge of the VAWG policy landscape, including prevention;
- Minimum of 2 years experience in the field of violence against women and girls or a related human rights or equality field;
- Strong grasp of the UK policy landscape, including where to acquire relevant information and research;
- Excellent written and verbal communications, able to present research, findings and recommendations to a broad range of stakeholders, in different formats;
- Experience of developing and communicating evidence-based policy positions;
- Ability to summarise complex research and to write succinctly for audiences that are both well-informed and less-informed in policy areas which relate to VAWG;
- High degree of self-motivation, attention to detail, ability to work independently, and to meet tight deadlines;
- Experience in building and maintaining relationships with a wide range of stakeholders;
- Ability to represent the organisation at external meetings with key, senior stakeholders;
- Commitment to and understanding of the principles of coalition working;
- Honesty, integrity and collaborative working.

### **Desirable**

- Experience of monitoring and evaluating policy and campaigns work;
- Experience of advocacy with political stakeholders;
- Experience of working with both quantitative and qualitative data sets;
- Experience of commissioning and managing research projects.