



August 2019

Dear Candidate,

PUBLIC AFFAIRS OFFICER, End Violence Against Women Coalition

Thank you for your interest in the post of Public Affairs Officer at EVAW. In this pack you will find:

- A Job Description and Person Specification
- A request to fill in our Equalities Monitoring Form if you make an application (which you need to download separately from the Jobs section of our website)

Please send your **CV and a covering letter**, addressing how you meet the requirements in the person specification, together with the equalities monitoring form, to us **by 12pm on Friday 4 October**.

Applications should be sent to rosie.parratt@evaw.org.uk. Please enter '**PUBLIC AFFAIRS OFFICER**' in the subject box. We are only able to consider applicants who have the right to work in the UK.

Interviews will be held week commencing Monday 4 November in central London.

This is a full time post but we will consider applications for four days per week (at 80% pro rata). We positively welcome discussions for proposals for flexible working. Some out of hours work may be required.

If you have any questions about the role please contact us, telephone: 020 3735 8219.

Yours sincerely,

Sarah Green
Director, End Violence Against Women Coalition

PUBLIC AFFAIRS OFFICER

Full-time, 5 days per week (4 days/week or other Flex proposals will be considered)

Salary: £32,000 (incl ILW) (This is a minimum and the organisation is currently undertaking a salary review.)

Other benefits: Pension scheme (8% employer contribution), train/bike loan, centrally located office (close to Vauxhall/Westminster), flexible working arrangements will be considered

Reports to: Head of Public Affairs

Occasional UK wide travel, including some overnight travel, required

ABOUT THE END VIOLENCE AGAINST WOMEN COALITION

The End Violence Against Women Coalition (EVAW) is a UK-wide coalition of women's organisations and supporters working to end all forms of violence against women and girls.

Gender based violence is not inevitable and good public policy and practice can and should address it. But it has to be a priority. Over the last few decades the women's movement in the UK set up the first refuges, Rape Crisis helplines and BME women's groups to provide support and to challenge deep cultural ideas about the acceptability of violence in intimate relationships and men's entitlement to control women. These organisations have always campaigned for change as well as providing support and protection.

In 2005 women's groups from across the UK set up the End Violence Against Women 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 in the first place. EVAW members include frontline support services as well as researchers, lawyers and activists. We aim to bring EVAW's members' key concerns and knowledge about what is happening in women's lives to Government, in a sector which is predominantly service provision. EVAW's policy and campaigning priorities come from our members.

Current priorities for EVAW include: campaigning for justice and real social change in response to sexual violence and harassment; influencing work towards change in education policy so that schools are safe and equal for all girls; and campaigning to protect independent women-led support services.

This role will work with EVAW's Head of Public Affairs and Director to develop EVAW's responsive and proactive lobbying strategies. Some of the time will be spent with a special focus on London government where the Mayor has a high profile VAWG strategy which EVAW has significantly influenced. Other time will be spent developing influence in

other regional political hubs and supporting members to do this. The post holder will also work closely with EAW member organisations and develop materials and training to help improve their influence on decision makers.

KEY ROLES AND RESPONSIBILITIES

1. Political monitoring

- Support the Head of Public Affairs to keep abreast of political developments in the field of violence against women and girls (VAWG), including new research, party political positions, emerging issues, EAW member and broader voluntary sector and policy community positions.
- Monitor and inform colleagues of key Parliamentary debates and questions relating to VAWG.
- Pay attention to VAWG policy development at the pan London and regional authority level.

2. Advocacy and influencing

- Working with the Head of Public Affairs, identify and set targets for new political contacts and cultivate these contacts.
- Maintain a political contacts database and tracking system.
- Contribute to EAW's planning of political party conferences activities and deliver these with the Head of Public Affairs and other staff members.
- Assist Head of Public Affairs to improve EAW's political contacts in London, lobby Assembly Members when useful, ensure EAW inputs into relevant pan London consultations and inquiries, and occasionally borough level ones. Represent EAW at London City Hall or other regional authority meetings as required (working closely with many of EAW's members).
- Assist Head of Public Affairs to similarly improve EAW's local & regional political contacts across the England and Nations (working with EAW members in the Nations), ensure EAW inputs into relevant local government and regional commissioner consultations (working closely with many EAW members).
- Arrange meetings and events with political and other stakeholders.
- Assist in research and preparation of briefings for Parliamentarians and other key stakeholders.
- Be available to support with giving advice on advocacy and influencing work to members.

3. Broad campaign planning and delivery

- Undertake other tasks and responsibilities reasonably requested by the Public Affairs Manager and Director as part of a small but busy team, including contributing to monitoring and evaluation.
- Attend and contribute to campaign planning sessions.

4. General participation in delivery and development at EVAW

- Attend team meetings
- Engage in supervision & appraisal process
- Contribute to EVAW staff development
- Identify own development needs

PERSON SPECIFICATION

These qualities will be assessed in your written application and at interview stage, if shortlisted, where there may also be a short written test or a pre-prepared presentation (which you will be notified of when given news you have been shortlisted).

Essential

1. A minimum of two year's experience of working in or with the UK Parliament or UK political institutions.
2. 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.
3. Demonstrable experience maintaining an organised and efficient political contacts database and tracking system
4. Experience in using social media in a policy and campaigns context
5. Track record in campaigning and building relationships with a wide range of stakeholders.
6. Demonstrable commitment to women's rights and an understanding of how intersecting inequalities affect different women, alongside a clear commitment to anti-discriminatory practice and behavior

7. Some knowledge of policy issues relating to violence against women and girls; a sound understanding of how violence against women and girls is deeply connected to women's inequality; and a clear understanding of how BME women, disabled women, younger women and girls, and LBT women's experience of VAWG is specific and can feature greater barriers to accessing support and justice
8. Ability to work sensitively and ethically with survivors of violence
9. High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team environment
10. Excellent oral and written communications skills

Desirable

1. Knowledge of how regional and local government works, including for example the powers of the London Mayor and the London VAWG Strategy; knowledge or work experience with other key public authorities including policing bodies.
2. Relevant political, media and other useful contacts.
3. Media experience.
4. Experience in the field of violence against women and girls.
5. Willingness to travel.

Thank you again for your interest in working for EAW, and please do not forget to fill in and return the Equalities Monitoring Form, which is available to download from the Jobs section of our website alongside this job pack. This form will be separated from your application and used only for monitoring purposes.

ENDS