

# Policy and Communications Officer / Senior Policy and Communications Officer

## Application pack

**Salary:** £25 - 28K

**Hours:** 35+ per week. The role involves some travel and working the occasional weekend

**Location: N.B.** For now our team are all working remotely and from home. We hope to open our physical office in Kennington, London during the autumn - a decision that will be made in consultation with our staff.

## About us

[Protection Approaches](#) was founded in 2014 to confront and prevent identity-based violence here in the UK and around the world. We work with those who make and shape decisions in order to strengthen prediction, prevention, and protection approaches to identity-based violence. We are a [small organisation](#) of five members of staff and we are currently recruiting a **Senior/Policy and Communications Officer** (depending on experience) to join the team.

## What we care about

Real meaningful impact, a vibrant and diverse global movement, human equality, human dignity, human life.

## What we do

- Work with [communities](#) on tackling marginalisation, building resilience, and research
- Work in [schools](#) conducting workshops with students and teacher training
- Work on [atrocities prevention](#) in the policymaking sphere
- Conduct [training](#) courses on identity-based violence & atrocities prevention

## What we're looking for

<p><b><u>Skill</u></b></p> <p>Ability to write clear and engaging written materials that connect with a wide variety of people, from practitioners to policy experts, and from supporters to sceptics</p>	<p><b><u>Skill</u></b></p> <p>Ability to spend a large amount of time speaking and listening to a lot of different people in order to connect, persuade and find shared vision and interests</p>	<p><b><u>Experience</u></b></p> <p>(Paid or unpaid) Experience working at the heart of a team where your work overlapped with, and contributed to, many different functions and responsibilities</p>
<p><b><u>Personal Quality</u></b></p> <p>A demonstrated commitment to advancing justice, social change, dignity and equality (either through volunteer work, or formal training e.g. a degree in a relevant subject)</p>	<p><b><u>Knowledge</u></b></p> <p>Familiarity and interest in unpacking the connection between politics and the media in relation to identity-based violence and atrocities prevention</p>	<p><b><u>Knowledge</u></b></p> <p>Motivation and interest in following news and developments in politics at local, national and international levels and connecting it back to people's lives</p>
<p><b><u>Personal Quality</u></b></p> <p>Comfort working within a small, but growing organisation that prioritises adaptability over the structures and processes found in big institutions</p>	<p><b><u>Skill</u></b></p> <p>Ability to converse and write in French is preferred as one of the major projects involves working with French speaking partners</p>	<p><b><u>Experience</u></b></p> <p>(For Senior Officer level only) Experience managing projects or managing other team members</p>

## The role

You will work directly with the Co-Executive Director and Head of Research and Policy at Protection Approaches, Dr. Kate Ferguson. The role will be offered at either Officer or Senior Officer level depending on how much previous experience you have managing projects and other team members. It is a varied role, but the main responsibilities are:

### Communications

- Write, edit and contribute to different types of publications that aim to trigger new thinking and action on identity-based violence and atrocity prevention
- Build and maintain relationships with a variety of partners, including other civil society organisations, academics, policymakers, elected representatives and MPs' offices
- Manage our external communications, produce engaging social media outputs, connect and build relationships with journalists
- Develop a system for tracking our stories of impact and learning

### Project Management

- Coordinating Protection Approaches' team members and external stakeholders to ensure delivery specific project activities to agreed timescales
- Manage a busy inbox, team diaries, day-to-day administration for the organisation and travel arrangements
- Manage the financial records and budgeting for specific projects
- Organise (on- and offline) events, coordinating the technical, logistical aspects and outreach to participants

### Policy Support

- Keep up to date with political developments in the UK and around the world linked to our mission and values
- Produce desk research that supports the work of colleagues across the organisation's programme work

## Some practical considerations

We're all learning to be more flexible in how and when we work. If flexible working hours would help you do this job, or if talking about them might make you more likely to apply please get in touch.

Our office is based in London and before Covid, a lot of our in-person work was done in London, with local partners and in Westminster. You will need to be able to spend time with the team in the London office and attend meetings and events, but we want to remain open-minded about hiring someone based elsewhere.

## Application process

We invite candidates to submit the following via email **no later than 11.59pm on Sunday 23rd August 2020**

1. The application cover form that can be found [here](#)
2. A short bio of maximum 100 words. With this, we're looking for a sense of your demonstrated commitment to advancing justice, social change, dignity and equality (either through volunteer work, or formal training e.g. a degree in a relevant subject). As this is a blind recruitment (see below) please write the bio in first person rather than using your name.
3. Write an op-ed that responds to a recent news story with implications for identity-based violence or atrocity prevention, giving your own perspective on:
  - how this might affect real people's lives
  - what are the current problems with government, civil society, and/or media responses
  - what makes the situation complicated or what considerations are important
  - what changes can and should be made

When reading your op-ed, we're especially looking at:

- Your ability to write clear and engaging written materials that connect with a wide variety of people, from practitioners to policy experts, and from supporters to sceptics
- Your motivation and interest in following news and developments in politics at local, national and international levels and connecting it back to people's lives

**Applications are to be sent to Nasyah Bandoh via email: [policy@protectionapproaches.org](mailto:policy@protectionapproaches.org). Please do not send your CV at this stage.**

## Selection process

- This is a 'blind' recruitment process. This means that when long-listing and short-listing those who are assessing the applications will not be aware of the names of the candidates or other personal information
- All applicants will be informed of the outcome of their application
- An initial selection of long-listed candidates will be invited to complete an additional 'second round' task and share a full CV. In this second round long listed candidates will be asked to demonstrate:
  - (Paid or unpaid) Experience working at the heart of a team where your work overlapped with, and contributed to, many different functions and responsibilities
  - Ability to spend a large amount of time speaking and listening to a lot of different people in order to connect, persuade and find shared vision and interests
  - Familiarity and interest in unpacking the connection between politics and the media in relation to identity-based violence and atrocity-prevention
- From those who complete the second round task we will select a short-list of candidates for interview which will take place virtually (we will discuss any scheduling needs around caring commitments).
- All short-listed candidates will be informed of the outcome of their interview

We particularly want to encourage people who might think twice before applying, including those from minority ethnic groups, LGBTQ+ applicants, applicants with disabilities, and anyone whose talent and experience might not be reflected in paid professional roles and formal qualifications. We hope to attract applications from those with relevant experience in a local, national or international settings.

If you have questions about the role or application process contact Kate Ferguson at [Kate.Ferguson@protectionapproaches.org](mailto:Kate.Ferguson@protectionapproaches.org) or 07715475357

**\*\*With special thanks to [iklektik](#) for the practical input on rethinking our approach to recruitment\*\***