

Senior/Policy and Communications Officer

Protection Approaches

Salary: £32,900 - £38,300 per annum, depending on experience

Contract: Permanent

Hours: Full time, 35 hours per week, flexible working hours

Location: Anywhere in the UK on a work from home basis, or in Protection Approaches' offices in Kennington, London with frequent travel to Westminster

Deadline: Deadline Sunday 6th August 2023, 11.59pm

About Protection Approaches

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 eight members of staff and we are currently recruiting a **Senior/Policy and Communications Officer** (depending on experience) to join our growing team.

Our Values

- Justice is at the heart of human dignity and rights
- Identity-based violence comes in many forms, each rooted in the same set of causes
- Identifying and understanding what drives identity-based violence is central to preventing it
- Building strong, resilient, and inclusive societies requires challenging structural discrimination and inequality
- We have a collective and individual responsibility to protect those at risk of violence
- Governments have a fundamental duty to challenge and prevent identity based violence no matter where it occurs or how it manifests

About the role

This is an exciting role for a committed and energetic individual who would like to join a growing team focussed on the prevention of identity-based violence and mass atrocities. The role will be offered either at Officer or Senior Officer level, with salary dependent on how much previous management and policy experience you have. You will work under the oversight of the Director of Policy, Aditi Gupta, and Co-Executive Director, Dr. Kate Ferguson.

This role is ideal for someone who has 2+ years experience working Parliament, advocacy or politics, loves following the big and small stories in UK politics, and has an eye for spotting opportunities to build relationships and promote PA's mission. You will be an excellent communicator, who has a knack for quickly condensing policy research into easy to understand and compelling written advocacy/communications materials that can be used to further PA aims with Parliamentarians, civil servants, international experts and civil society. You will be able to put together impactful communications plans and engaging social media materials to raise awareness of PA's work and ensure it reaches the right people. You will be a confident coordinator, able to act as a first point of contact and convenor for the Atrocity Prevention Working Group, and be experienced in organising online and offline events to support advocacy aims. You will be able to represent Protection Approaches at a variety of events, conferences, and in civil society coalitions.

What we're looking for

Skill Proven and exceptional ability to communicate complex issues and produce clear and engaging written and visual materials that connect with a wide variety of people, from practitioners to policy experts, and from supporters to the press	Experience Experience of building relationships and working with a range of stakeholders such as MPs and Peers' offices, community partners, civil servants, NGOs, journalists, researchers	Personal quality Willingness to work to some tight deadlines and represent Protection Approaches at events which may take place out of usual working hours, particularly during periods of political or humanitarian urgency
Personal quality A demonstrated commitment to advancing justice, social change, dignity and equality (either through volunteer work, or professional experience)	Knowledge In-depth understanding of the connection between policy, advocacy and communications and interest in leveraging opportunities in relation to identity-based violence and atrocity-prevention	Experience 2+ years working in parliament, advocacy or similar political/ public affairs with operational understanding of parliamentary mechanisms, processes and culture
Personal quality Comfort working autonomously and collaboratively within a small, but growing organisation that prioritises adaptability over the structures and processes found in big institutions	Skill Able to work at different speeds, whether meeting tight deadlines in the face of emergency crises or coordinating longer pieces of desk research	Knowledge Deep and proven knowledge and interest in UK party politics, following the big and the little political trends, policies and legislation

Responsibilities

Parliament and Policy (40%):

- Keep up to date with political developments in the UK and around the world linked to our strategic priorities and produce desk research that supports work across the organisation
- Compile weekly plans outlining opportunities for advocacy, including debates in the House of Commons and House of Lords, committee inquiries, oral questions, government consultations and upcoming parliamentary events
- Build and maintain relationships with a variety of partners, including other civil society organisations, domestic and international civil society coalitions, academics, policymakers, elected representatives and MPs' offices; an existing network of parliamentary and/or political party contacts would be desirable
- Be comfortable writing the first draft of advocacy materials e.g. briefings ahead of parliamentary debates, talking points for MPs, press articles and op-eds, committee inquiry submissions, parliamentary questions, debate applications, letters
- Prepare for and publicly represent Protection Approaches at selected external advocacy meetings and events, including with government representatives and other NGOs and networks, some of which will take place out of usual working hours
- Responsible for all policy event management, manage a busy inbox, assist with senior policy team diary management and support with policy team travel arrangements

Communications (30%):

- Contribute to different types of publications that aim to trigger new thinking and action on identity-based violence and atrocity prevention, and support on proofing, printing and dissemination of external communications and reports
- Deliver or manage (depending on experience) our regular external communications, produce engaging social media outputs, connect and build relationships with journalists and media
- Monitor and maintain our online presence across social media and communications platforms (Twitter, LinkedIn, Mailchimp etc.) and the Protection Approaches website
- Plan and manage (online and offline) events, including coordination of the technical, logistical aspects, outreach to participants, speaker management, summaries and follow up
- Maintain consistent use of branding and style guides across communications and research, designing different outputs from business cards to reports
- Develop and implement communications plans for Protection Approaches and Atrocity Prevention Working Group activities and documents
- Develop an internal system for tracking and capturing our stories of impact and learning

Coordinating the UK Atrocity Prevention Working Group (15%):

- Lead on maintaining consistency of membership processes, regular communications and act as the point of contact for all UKAPWG documents and information
- Coordinate and draft agendas for UKAPWG meetings with members and other stakeholders including policymakers, NGOs and academia
- Coordinate membership feedback, sign off and sign on to joint UKAPWG documents, member blog articles and other joint initiatives
- Build and maintain relationships with UKAPWG member organisations and representatives
- Work with the Director of Policy on strategic planning for the UKAPWG, including organising strategy meetings and drafting planning documents as needed

Contributing to the shared running of the organisation (15%):

- Share day-to-day administration for the organisation in collaboration with other team members e.g. internal learning sessions, upkeep of the office etc.
- Support development of Protection Approaches annual plans and related activities
- Input into quarterly M&E and reporting processes with Director of Policy
- Manage the financial records and budgeting for specific projects
- Uphold values and principles of Protection Approaches in everything we do

Working at Protection Approaches

Protection Approaches is a London based charity established in 2014 to prevent all forms of identity-based violence in the UK, and around the world.

We know that the very nature of our work can sometimes mean additional demands on our team that would not be found in other sectors. Through the work we do, we all come into contact, often daily, with those who have experienced identity-based violence. Additionally, the responsibility we have to those communities we work with and the importance of the work we do can sometimes mean longer hours or stressful workloads during certain periods, particularly at times of political or humanitarian crisis where our work can make a difference. These are unavoidable aspects of Protection Approaches' work. However, as an organisation we are constantly trying to improve the ways we ensure the wellbeing of our team. While there will always be more we can learn we have a series of measures in place to support our staff deliver this difficult but vital work:

Flexi hours - all staff members at Protection Approaches work flexible working hours allowing them to better plan their workload as well as make time for things they need to do outside of work

Employee assistance programme - all staff member have access to a free employee assistance programme including a 24/7 helpline with trained operators able to help and advise with any issue you are facing, including referring you and/or your family to free counselling services.

Wellbeing micro grants - all staff members have access to £150 to spend on wellbeing such as music lessons, massages, gym classes, counselling or whatever makes sense for them.

Duvet days - all staff are entitled to take 'duvet days', which are unscheduled day's leave from work, taken to alleviate stress or pressure, and that do not count against your holiday days or sick days.

To Apply

Candidates to submit the following via email no later than **11.59pm Sunday 25th June 2023**

Applications are to be sent to Farida Mostafa via email: **policy@protectionapproaches.org**
Please **do not send your CV** at this stage. Instead please send through the following:

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 skills and experience according to the job description and matrix, and demonstrated commitment to our principles and values. As this is a blind recruitment (see below) please write the bio in first person rather than using your name.
3. A **600 word max opinion piece (op-ed)** on the situation in **Sudan**, picking **ONE** of the following options:
 - i. Option 1: Please write an opinion piece in the name of a Labour MP for Labour List (please include the name of the MP you choose)
 - ii. Option 2: Please write an opinion piece in the name of a Conservative MP for Times Red Box (please include the name of the MP you choose)

The issues involved go right to the heart of Protection Approaches' mission and aims, and your piece should convey:

- The urgency of the crisis
- What the current problems are with government, civil society, and/or media responses
- What can and should be done

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

- Your ability to write clear and engaging written materials that connect with those who make and shape policy
- Your motivation and interest in following news and developments in politics at local, national and international levels and connecting it back to the impact of identity-based violence on people's lives internationally and/or in the UK
- Your political judgement and understanding of voice, tone and clarity

To help with the task you may wish to look at the Protection Approaches' website to familiarise yourself with our work, and in particular, the UK Atrocity Prevention Working Group's joint statements on Sudan ([here](#)) and ([here](#)), our 'Being the Difference' report ([here](#)). You may also find the International Development Committee report '[From Srebrenica to a safer tomorrow](#)' and the Foreign Affairs Committee report '[Never Again: The UK's Responsibility to Act on Atrocities in Xinjiang and Beyond](#)' useful.

Selection Process

- Shortlisting will be based on your answers to the three questions above.
- 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 at each stage
- 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 the applicability of their skills, expertise and personal qualities to the criteria matrix and job description at the start of this pack
- From those who complete the second round task we will select a short-list of candidates for interview (we will discuss any scheduling needs around caring or other commitments).
- All shortlisted 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, LGBTQI+ applicants, applicants with disabilities, and anyone whose talent and experience might not be reflected in paid professional roles and formal qualifications.

If you have questions about the role or application process contact Aditi Gupta at Aditi.Gupta@protectionapproaches.org or 07876688351