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## **JOB DESCRIPTION**

<b>Hours:</b>	Full-time, 5 days per week (flexible working arrangements will be considered)
<b>Salary:</b>	£40,310 (incl ILW)
<b>Other benefits:</b>	Pension scheme (8% employer contribution), 27 days annual leave (plus bank holidays), train/bike loan, flexible working arrangements considered, centrally located office (close to Vauxhall/Westminster)*  <i>*At the time of writing, the whole EVAW team is working from home due to Covid-19; we are not yet sure when some or all of us will return to our office.</i>
<b>Reports to:</b>	EVAW Director/Deputy Director TBD
<b>Line management:</b>	None at present
<b>Other:</b>	Occasional UK wide travel, including some overnight travel, when required

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## **ROLE OVERVIEW:**

This role will work closely with EVAW's Director to lead on our responsive and proactive political lobbying strategies, as well as with colleagues focusing on policy, campaigns and membership.

## **KEY TASKS AND RESPONSIBILITIES:**

### **Strategy**

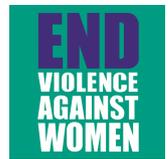
- Lead the development and delivery of EVAW's political advocacy and influencing strategy covering Westminster Government and Opposition, Parliament, Whitehall officials, government in the nations (in collaboration with EVAW members), local and regional government bodies including London's City Hall, as well as other key statutory and voluntary sector agencies, and the broader policy and influencing community.

### **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 intersectionality and anti-racism are threaded into all EVAW's campaigns and communications
- Actively participate in EVAW's review of our internal practices and culture in relation to race/ethnicity

### **External / advocacy**

- Represent EVAW at senior external meetings with political stakeholders including in Parliament and/or with Government ministers
- Develop and maintain relationships with politicians, civil servants and other stakeholders
- Prepare and present oral and written briefings for EVAW to wider audiences on request
- Proactively prepare PQs, briefings, correspondence and reports for political audiences, and provide timely responses to requests for information
- Represent EVAW on relevant boards and stakeholder groups on which we sit, including at London City Hall
- Act as an EVAW media spokesperson where appropriate (working closely with the Communications Manager and Directors)



- Participate in effective advocacy coalitions, working collaboratively with EVAW member organisations and other civil society groups, to achieve key public affairs and campaigning objectives

#### **Internal / coalition**

- Ensure EVAW can participate in the influencing of relevant legislation by keeping abreast of Bills and other parliamentary processes and procedures, and identify and deliver lobbying and advocacy opportunities on VAWG
- Ensure EVAW members' knowledge and concerns are presented to policy makers and feed this back to our members. Set up and accompany member organisations to political meetings according to EVAW's advocacy and membership development plans
- Lead EVAW's planning of political party conference activities and other parliamentary events
- Contribute to EVAW's strategy on law-based campaigning including strategic litigation
- Work closely with, and advise, EVAW colleagues and members to design and deliver strategic campaigning, media and lobbying work on VAWG

#### **Administration**

- Set targets for new political contacts and, working with the Director, cultivate these contacts
- Undertake other tasks and responsibilities reasonably requested by the Director(s)
- Be responsible for monitoring and evaluation in your area of work  
Protect and enhance the organisation's core values and profile when producing content or speaking on its behalf
- Some evening and weekend work will be required as part of a media on-call rota (renumerated in addition to salary)

#### **Systems**

- Maintain a political contacts database and parliamentary monitoring systems
- Devise internal systems to keep colleagues informed of relevant political information
- Attend and contribute to regular team meetings and team planning sessions
- Attend supervision, and be willing to undertake general tasks as reasonably required

**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in or with UK Parliament or political institutions at a senior level		
Proven track record in developing and delivering effective political advocacy strategies resulting in policy or law change relevant to the field of violence against women and girls, or related human rights or equalities fields		
Experience in cultivating and maintaining relationships with senior level political contacts		
Track record in influencing and working collaboratively with a wide range of stakeholders such as politicians, political advisors, civil servants, other policy and decision makers, civil society groups, legal professionals, justice agencies, and media contacts		
Experience of maintaining an organised political contacts database and parliamentary monitoring system that covers relevant debates and questions		
Experience in using social media in a policy and campaigns context		
Experience of working with London City Hall, PCCs or other regional and local government agencies		
Experience in the field of violence against women and girls		
Experience of working with survivors of violence		

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Sound knowledge of the UK political system, parliamentary processes and policy making in the UK, and an understanding of how to drive social and political change in specific public policy areas		
Demonstrable knowledge of the current policy and legislative issues relating to violence against women and girls		
Excellent oral and written communications skills. Ability to present evidence, research and policy recommendations in writing and deliver speeches and presentations, for a variety of political and other stakeholder audiences		
Understanding of the media's role in policy development and ability to handle journalist enquiries		
Evidence of effective delivery of high impact campaigning		

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
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		
Ability to work sensitively and ethically with survivors of violence		
High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small, busy team environment		
Relevant political, media and other useful contacts		