

## **Policy and Research Co-ordinator (destitution)**

**Location:** Old Street, London

**Accountable to:** Women for Refugee Women Director

**Hours:** 2.5 days per week

**Salary:** £30,000 per annum pro rata plus pension contribution

Women for Refugee Women is seeking a part time Policy and Research Co-ordinator to enable us to develop new advocacy around the destitution of women seeking asylum in the UK.

We are looking for someone who has the ability to work accurately and effectively on policy and research projects and to link this to our wider vision of a more just asylum process.

You will be responsible for writing policy recommendations and political interventions such as evidence for Parliamentary committees and Parliamentary questions; planning, carrying out and writing up research projects; and helping to plan our policy strategy. You will have a track record in policy and research, preferably in a legal, campaigning or political setting. You will be up to speed on current policy regarding women and asylum and committed to the idea of making a real difference through your work.

You will be working alongside another Policy and Research Co-ordinator, also on 2.5 days per week who is particularly focused on our campaign against the detention of women who seek asylum. Based in our office near Old Street, you will be happy working in a small, busy team where everyone works closely together to achieve WRW's vision. You will be able to be flexible and help out with other staff members' work, such as events, media work, fundraising or office administration, if the situation demands.

### **How to apply:**

Please write to [admin@refugeewomen.co.uk](mailto:admin@refugeewomen.co.uk) by 10pm 17 February with a CV and a covering letter explaining your experience in this area, why you want to work with Women for Refugee Women, and how you meet the person specification.

Interviews will be held on 5 March, and only shortlisted candidates will be contacted.

Women for Refugee Women particularly welcomes applications from individuals with experience of migration and/or seeking asylum.

## **Job Description**

### **Main Purpose of Role:**

To develop the policy and research work of WRW around the key issue of destitution, ensuring that refugee women's experiences are heard by those in a position to make a difference.

### **Strategy:**

Working with fellow staff members and the board of trustees, to set policy goals for the campaign against destitution over the short, medium and long term which have the potential to make a real difference, and take account above all of the lived experience of refugee women in our network and also the current activities of other organisations working in the field and the political context of our work.

### **Grassroots:**

Ensuring that the concerns raised at the grassroots by refugee women and fed into WRW by refugee women and other staff members are properly reflected in our policy and research, and involving refugee women where appropriate at every stage of this work.

### **Policy:**

Responsibility for writing policy documents including evidence for Parliamentary committees, policy reform recommendations for MPs and civil servants, and Parliamentary questions.

### **Research:**

Responsibility for planning and writing up research projects, and carrying them out in partnership with the other staff of WRW and our grassroots groups.

### **Influencing:**

Identifying and exploiting political avenues to bring forward our campaign to reform the asylum process and to end the destitution of women who seek asylum, and building good relationships with key individuals in a position to make a difference, including MPs, peers, civil servants, and others.

### **Law:**

Exploring the potential for use of the law in achieving our policy goals, including working on possible strategic litigation in partnership with other organisations and with lawyers.

### **Communications:**

Giving input and advice on WRW's communications through mainstream and social media to ensure that these are accurate and well-targeted. Giving input and advice on WRW's events, including Parliamentary events, to ensure we reach the right targets with speakers and audiences.

### **Partnerships:**

Representing WRW at conferences and forums, and consolidating and initiating partnerships with other organisations working in this field, in order to drive forward our policy work.

### **Activist engagement:**

Ensuring that WRW is able to harness the interest and energy among its supporters through giving input and advice on potential campaign actions, such as petitions, letter writing, demonstrations.

**Internal:**

Contributing to the general morale and direction of Women for Refugee Women by participating in team meetings and board meetings, helping to support other staff in their work and contributing ideas and feedback across the whole organisation.

**Other:**

WRW is a small busy team that responds quickly to situations that are often fast moving and unpredictable. As a member of this team you would be expected to be flexible and help with other work, such as answering the telephones, helping at events, participating in planning meetings, assisting with funding bids, and so on, depending on your experience and abilities and the needs of the organisation.

## Person specification

### Essential

- Good understanding of the UK asylum process and how it affects women, and its political and legal context.
- Experience of producing accurate and effective policy or research documents, preferably in a political, legal or campaigning environment.
- Thorough understanding of the UK Parliamentary processes and how a charity can lobby for change.
- Commitment to social justice and a demonstrable passion for creating change on behalf of women or other marginalised groups.
- Excellent written and oral communication skills.
- Complete understanding of working with Microsoft office packages and the ability to be self-sustaining in terms of administration.
- Ability to work calmly under pressure, and to work co-operatively as part of a small team.
- Commitment to equal opportunities and to the rights of women seeking asylum.

### Desirable

- Experience of working with the UK Parliament.
- Experience of planning and executing events or conferences.
- Experience of working directly with women who have survived violence or other vulnerable groups.
- Experience of working with activists and the general public on building support for a campaign.
- Experience of organising actions such as demonstrations, petitions or letter writing.
- Experience of building partnerships to support a campaign.