

Policy and Public Affairs Officer - Job Description

- **Salary:** £29,717 to £34,176 gross per annum at 1.0 FTE (starting salary will be in the lower half of this bracket)
- **Working pattern:** full time (37.5 hrs per week, flexible working requests will be considered)
- **Contract:** permanent with a 6 month probationary period
- **Team:** Campaigns & Communications Team
- **Location:** Candidates should be within reach of London. This role can be office-based or hybrid. Team meetings take place in-person from the London office each Thursday and availability to attend some ad hoc events and meetings around London is required too.
- **Reporting to:** Public Affairs & Policy Manager

Safe Passage International (SPI) is recruiting a **Policy and Public Affairs Officer** to support our ground-breaking work to ensure that safe routes to sanctuary exist for all people seeking asylum.

We are looking for policy and public affairs skills plus a commitment to making a difference for refugees, as detailed in the Person Specification. Experience in a similar role would be welcome, **but this could also be your first paid position in the charity sector, or you could be returning to work after time out.** This position will have a dedicated training budget and you will be supported to grow and develop within your role.

Working closely with the Public Affairs & Policy Manager and wider Campaigns & Communications team, this is an exciting opportunity to join an award-winning team campaigning for change. With a General Election fast-approaching, it's a critical time in the fight for refugee rights and safe routes. As Policy & Public Affairs Officer, you will be researching policy positions, writing briefings, organising public affairs events and campaigning alongside our Young Leaders - a group of young people from refugee & asylum-seeking backgrounds, working together to campaign for change.

You will be attentive to detail, flexible, efficient, great at time management, and able to work well both independently and under supervision as part of a small and energetic team. A keen interest in the charity and refugee sectors is advantageous.

We value equality and diversity in our organisation, and are striving to build a workforce reflective of the communities we work in. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, or disability. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.

As a refugee charity, we offer a guaranteed interview for people with lived experience of seeking asylum who meet most of the essential criteria outlined in the Person Specification. If you have first-hand experience of applying for asylum in any country, please let us know in your application.

We respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to.

If you are excited by this role and working at Safe Passage but do not have all the experience you think is needed, we will be holding a Q&A session to provide more information and answer your questions. Please read our ['How to Apply Guidance'](#) for more details.

Key responsibilities

Provide support across our policy and public affairs work to enable Safe Passage to work effectively, to continue growth in our ground-breaking work to facilitate safe routes to sanctuary for people seeking asylum and defend the right to seek protection.

- Inform the charity's campaigns and brief and update colleagues by maintaining up-to-date knowledge of current key issues and the external environment concerning SPI's work.
- Identify upcoming parliamentary opportunities for political influencing by monitoring parliamentary developments and track relevant issues.
- Work with the Public Affairs and Policy Manager to develop the organisation's policy positions.
- Develop a robust evidence base for our campaigns, including statistics and case studies, by working with UK Legal and other programmes teams.
- Work with colleagues to ensure that policy asks and recommendations are informed and evidenced by our work with people seeking sanctuary.
- Undertake appropriate research to inform and support campaigning and public affairs activity
- Prepare policy and public affairs outputs, including reports and briefings.
- Organise public affairs activities such as parliamentary events.
- Work with the youth advocacy programme, including the Young Leaders group, on policy and public affairs activities, whilst ensuring they are safeguarded during the process. This includes attending regular meetings with individuals and the group where appropriate.
- Develop and maintain good working relationships with relevant organisations, networks and individuals.

Be an effective, active member of the organisation

- Adhere to Safe Passage Safeguarding policies and procedures at all times.
- Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018) and to maintain strict confidentiality at all times.
- Participate in regular team meetings and check-ins with the Public Affairs & Policy Manager
- Prioritise and manage own workload well, using initiative and problem-solving skills to manage competing demands.
- Support wider team activities, including participating in strategy and all staff meetings where; attending Safe Passage events; covering for absent/busy colleagues where appropriate.

Person Specification

Essential Skills and Abilities:

We would expect candidates to meet most of the criteria listed below. We have indicated if this will be tested during the application or during the interview.

1.	Experience or good understanding of political campaigning or charity campaigning.	Application question #2
2.	Good understanding of UK Parliament and political system.	Application question #2
3.	Good research and analytical skills, with good attention to detail.	Interview
4.	Effective verbal skills, including presentation skills and ability to communicate persuasively.	Application, question #3
5.	Effective written communication skills, including experience of writing briefings on policy/political issues and/or conveying complex information in an accessible and accurate written form.	Application, question #3
6.	Strong interpersonal skills and the ability to establish good working relationships.	Interview

7.	Good organisational and time management skills, including the ability to work independently in a fast-paced work setting, prioritise and adjust plans in response to external opportunities.	Application question #4
8.	IT proficient with good knowledge of Office 365.	Interview
9.	A commitment to Safe Passage International's mission and values	Application question #1

Desired

These are the 'nice to haves' – you may reference this experience in your application too.

- **Lived experience of seeking asylum.**
- **Working, volunteering or other involvement in an organisation advocating for refugees or in the charity sector.**
- **Experience of working with children and young people in vulnerable circumstances, or youth related work.**
- **Experience working or volunteering in diverse and cross-cultural environments**

Other requirements:

- A strong commitment to and understanding of anti-racist practices and values
- You must already have the full right to work in the UK as Safe Passage is unfortunately unable to sponsor work visas
- A basic level DBS or criminal record check may be required for certain roles but a criminal record is not necessarily a barrier to working at Safe Passage
- Safe Passage is committed to ensuring safer recruitment practices and participates in the [Inter-Agency Misconduct Disclosure Scheme](#). We request consent from successful candidates to approach each of their employers from the last five years to ask for a Statement of Conduct. All job offers at Safe Passage are made subject to receipt of satisfactory references and Statements of Conduct.
- In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

How do I apply?

To apply, please visit our [How to apply guide](#)

Closing date: Sunday 25th February at 11.59 pm