

woman's Trust

recovery from domestic abuse

Charity No:1143513 / Company no 6886781

PO Box 70420, London NW1W 7QL

020 7034 0303

Public Affairs /Policy Officer

*This post is open to female applicants only –
The Equality Act 2010 pursuant to Schedule 9, Part 1 applies*

Salary: £28,000 to £30,000 per annum

**Hours: 35 hours per week, part time will be considered
minimum 21 hours**

Location: London/Hybrid working

Closing date: Monday 16th September 2024



www.womanstrust.org.uk

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August 2024

Dear Applicant,

Thank you for your interest in the post of **Public Affairs / Policy Officer** at Woman's Trust.

We are the largest independent charity providing free and confidential mental healthcare to domestic abuse survivors throughout London. This role is vital in ensuring that the public and key stakeholders understand the impact of our work; that we can generate more support and funding for what we do, helping more women as a result; and that we can influence public policy to ensure even more survivors of domestic abuse have access to specialist mental health support.

This post is open to female applicants only – the Equality Act 2010 pursuant to Schedule 9, Part 1 applies.

To apply, please provide your CV and a covering letter of no more than 3 pages, outlining your experience, skills, and knowledge relevant to this post, showing us how you fulfil the essential criteria set out in the Person Specification. Please address each of the criteria, providing actual examples of the related work/experience/skills you have.

Please also provide us with the details of two referees. We require their name, contact information, and relationship to you. Referees will not be contacted until an offer of employment is made. Applications should be returned to recruitment@womanstrust.org.uk along with the equal opportunities monitoring form.

Application deadline is end of day Monday 16th September 2024. We will conduct interviews at the end of week the same week.

Only successful applicants will be notified. Therefore, if you have not heard from us within 2 weeks of the closing date your application has not been unsuccessful.

We look forward to receiving your application.

Kind regards,
Heidi Riedel
Chief Executive Officer



Public Affairs / Policy Officer

Hours	Full time 35 hours per week, flexible working and part time will be considered (minimum 21 hours)
Salary	£28,000 - £30,000 FTE
Length of Contract	Permanent
Responsible to	Board of Trustees
Line Managed by	Senior Communications Manager
Key Relationships	CEO, Senior Leadership Team
Location	Based at Woman's Trust's office, Paddington, NW 1 / hybrid working
Benefits:	Flexible working Annual leave: 25 days, plus Bank Holidays and 3 mandatory days (pro-rated for part-time employees) Cycle to work scheme 3% pension contribution Employee Assistance Program (EAP)

Job Purpose

We are the largest independent charity providing free and confidential mental healthcare to domestic abuse survivors throughout London. We are entering an exciting period of growth.

This role is vital in ensuring that the public and key stakeholders understand the impact of our work; that we can generate more support and funding for what we do, helping more women as a result; and that we can influence public policy to ensure even more survivors of domestic abuse have access to specialist mental health support.

To work with the CEO, Senior Communications Manager and Research and Data Team along with internal and external stakeholders to help design, manage and deliver a cutting-edge policy agenda and stakeholder outreach programme.

We want to proactively generate more awareness of our work, capitalising on our unique position in the women's and mental health sectors.

Key Responsibilities and Duties

Campaigns and public affairs

- Monitor the national policy and political landscape, including parliamentary inquiries, consultations, political briefings, and government announcements, and advise internal and external stakeholders on opportunities and risks. To ensure that legislation, policy and practice on domestic abuse, and women in the criminal justice system, is monitored and analysed to support campaigns and policy priorities for Woman's Trust.
- Work with the CEO and SLT to draft and deliver national campaigns based on the experiences of women survivors of domestic abuse, and women's experience of the criminal justice system,

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raising the profile of violence against women and girls, domestic abuse, its impact and link to mental health, and Woman's Trust as the leading specialist mental health charity.

- Support the CEO, Senior Communication Manger, SLT and Board in Woman's Trust's strategic engagement and influence at local and national levels, building and maintaining relationships in Westminster and with key influencers.
- Supporting the CEO and SLT, participate in managing effective partnerships with government, statutory voluntary agencies and private sector companies, and represent Woman's Trust in external meetings.
- Supported by the CEO and SLT build good relationships with peer organisations and stakeholders and identify opportunities for collaborative working to further Woman's Trust's objectives.
- Manage policy projects, including drafting project plans, budgets, and timelines in collaboration with key internal and external stakeholders.
- Draft and submit Woman's Trust's response to public policy consultation requests from Government and parliament, working in partnership with other VAWG organisations to coordinate responses on key policy areas.
- Draft a range of high-quality written outputs for various audiences, including policy briefings, blogs, and consultation responses.
- Work closely with the CEO and Communications Manager to connect and align our national and local policy influencing.

Events

- Organise and deliver high-quality events and policy seminars to raise Woman's Trust's profile with parliamentarians, local politicians, and influencers.

Digital and social media

- Manage and create content for our social media channels, increasing engagement
- Develop content for our website and digital platforms in line with brand guidelines
- Prepare regular email newsletters using Mailchimp
- Provide analytical data and insight on web and social engagement and develop plans for improving our presence on these platforms

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Other

- Conduct all work in a way that reflects the aims and principles of Woman's Trust
- To abide by Woman's Trust policies, including Equal Opportunities and Confidentiality
- To carry out appropriate additional tasks as needed, with the agreement of, or as instructed by the Senior Communication Manager or CEO e.g., supporting the production of the Annual Report
- Flexibility for occasional out of hours work (time will be given in lieu)
- Act as brand guardian for Woman's Trust and ensure the visual identity and tone across publications is instantly recognisable and in line with the agreed brand strategy

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

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PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Essential

- Previous experience of writing policy statements, papers and published research reports.
- Good practical knowledge of parliament and parliamentary processes in the House of Commons, House of Lords, Local Government and the London Assembly
- Experience in managing multiple social media channels
- Previous experience of working closely with a press team to advise on content for media releases and lines-to-take. Ability to react quickly to support colleagues with media deadlines. A willingness to be a spokesperson for Woman's Trust
- Practical knowledge of working with local politicians, parliamentarians and civil servant to influence national policy. A working understanding of parliamentary processes.
- A practical understanding of how charity statutory, grants and foundations funding works

Desirable

- Experience in charity/fundraising marketing and communications
- Experience using Hootsuite or similar software

SKILLS REQUIREMENTS

Essential

- Excellent written and verbal skills
- Good grammar, strong proofreading and editing skills
- Strong writing ability for different media, audiences, and channels, including web copy
- Ability to juggle competing priorities and reprioritise as needed
- Ability to work to short deadlines and under pressure
- Strong self-motivation and drive with demonstrable initiative
- Able to work autonomously
- The ability to deal in a mature manner with sensitive subject matter and reflect Woman's Trust strategy