

just**fair**

Application Pack

Head of Advocacy and Communications

Closing date for applications:
9:00 Monday 30 September 2024

Head of Advocacy and Communications

Recruitment timetable

What	When
Deadline for applications	9:00 Monday 30 September 2024
Interview 1 (online)	Wednesday 9 October 2024 Thursday 10 October 2024
Potential 2 nd interview, if required (in London)	Monday 14 October 2024

How to apply

Please complete the following:

- the Application Form
- the Equal Opportunities Monitoring Form
- a CV outlining your career (paid and unpaid work), with any academic and professional qualifications, to date.

Applications which do not include a completed Application Form, or a CV will not be accepted. Please email all documents to Mairead Montague on recruitment@justfair.org.uk by **9:00 Monday 30 September 2024**.

We are aiming for this recruitment process to be as accessible and equitable as possible, and potential applicants are encouraged to email Mairead Montague at recruitment@justfair.org.uk if you need any more information on the role or how to apply.

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Please read the Privacy Notice attached.

Diversity, equity and inclusion

Just Fair is committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect.

As part of our zero-tolerance approach to discrimination in any form, any job applicants will receive equal treatment regardless of Protected Characteristic such as age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. We are aware political opinion is also a Protected Characteristic in Northern Ireland.

About Just Fair

Founded in 2010, Just Fair is a small specialist human rights charity working on economic, social and cultural rights (ESCR) in the UK. Leading ground breaking ESCR policy, research, and practice, we have an established track record, extensive networks, and strong partnerships.



Our vision is for a fairer and more just society for all.

Our goal is for ESCR to be incorporated into domestic law, and for the UK Government and public authorities to be effectively held to account in relation to their human rights obligations. If we are successful, these rights will be better respected, protected and fulfilled, and everyone will be guaranteed the basic requirements of a decent life in which they can thrive, with dignity.

We believe we have the greatest impact through working together, so we work collaboratively with other activists and organisations. Our focus continues to be on:

- being a thought leader and advocate for ESCR and
- building a stronger, more united civil society, across the UK that is confident to use ESCR in their work.

So together, we can develop a broader movement of communities working on and for positive change.

We have an engaged and active trustee board and a small, hardworking and friendly staff team.

We are a registered charity, no. 113184 and Private Company Limited by guarantee, company no. 07394478. Our team all work remotely from home, with IT equipment provided. We do not have an office base but consider flexible hot desk options where required.

You can read our Strategy 2023-25 [here](#).

You can read more about our team, funders and work [here](#).

Background to the role

Economic, social and cultural rights are the rights of everyday life. This means a decent job and home, enough to eat, clothes to wear, a healthy environment, the chance to learn, and a safety net when we most need it. They are part of the solution to so many of the social issues we face right now, and they could protect us from things like deeper cuts to the NHS, child poverty and homelessness in the future. At Just Fair, we refer to these rights as our 'everyday rights'.

Our everyday rights are protected in international, but not UK law. This makes them insecure and difficult to enforce. But we know the tide is turning, as more and more of us recognise the role of everyday rights in contributing to permanent, lasting solutions to poverty and inequality. The new UK Government and political landscape present both opportunities and challenges relating to this.

We lead, convene and work with a growing movement of individuals and organisations interested in pushing for the better recognition and protection of everyday rights in the UK. This includes our new [UK-wide ESCR Network](#), and its growing sub-networks.

This new role has been created to lead our UK wide advocacy and communications strategies and delivery, in collaboration with the Just Fair team and everyday rights network and movement. The postholder will be central to developing our work in this area, and our new organisational strategy for 2025-2028.

The Just Fair team meets weekly online, and at least quarterly in person.

About you

This is an exciting time to join our well-regarded and high performing team.

We are looking for someone who is up for working collaboratively, leading the development and impact of our advocacy and communications work and getting stuck into detailed delivery and activities. You will be strategic, with good analytical skills, and be a positive, can-do player who relishes a challenge and enjoys working in a small, creative team. You will have strong experience of working in similar role, with a background in advocacy and strategic communications at a senior level, with related skills and abilities.

Although you are not required to be a human rights specialist, you will be committed to social justice and human rights and have a good understanding of human rights in the UK, including the practical reality of economic, social, and cultural rights – our everyday rights.

You will be based in or within easy reach of London.

We are committed to supporting professional development, and flexible working.

Head of Advocacy and Communications Job description and person specification

Accountable to	Director
Responsible for	Advocacy and Communications Officer
Location	Home based, ¹ in or within easy reach of London
Working hours	35 hours per week
Salary	£42,000 - £45,000 per annum, pay review pending
Benefits	8% employer pension, 25 days plus statutory holidays and concessionary days for Christmas closure
Duration	12 months initially, with view to extend.

Job purpose

To support the achievement of Just Fair's strategy and vision by leading and delivering advocacy and strategic communications strategies, in collaboration with the Just Fair team and everyday rights network and movement.

Main duties and responsibilities

The postholder will:

1. Develop the strategy and business plan for Just Fair's advocacy and strategic communications work to support the achievement of organisational strategy.
2. Lead on, and be responsible for, the delivery of Just Fair's advocacy and strategic communications activity, across multiple platforms and audiences.
3. Manage the Advocacy and Communications Officer and occasional interns.
4. Inspire and motivate team members and partners, collaborating and building on strengths to deliver high impact work.
5. Plan and deliver work using the most effective planning, delivery and evaluation approaches.
6. Contribute to an inclusive and positive culture in the Just Fair team, including through communicating and collaborating with others in line with Just Fair's values and commitments to diversity, equity and inclusion.
7. Ensure excellent working relationships with a range of key external contacts.
8. Contribute to cross-organisational strategy development, planning and delivery.
9. Support colleagues, and actively participate in team work and other work as required.
10. Complete reports for the Director, the Trustee Board and funders as required.
11. Be ready to undertake other reasonable activities in line with the role.

¹ Or flexible hot desk option, IT equipment provided.

Person specification

Essential Experience

Considerable experience of:

1. Working in a similar role, with a background in advocacy and strategic communications at a senior level.
2. Developing and delivering creative, effective campaign and advocacy plans focused on social change.
3. Working within government systems and/or experience influencing the policies of government agencies, private sector organisations or donor organisations.
4. Planning, developing and delivering communications, marketing and/or PR strategies and activities, including digital marketing.
5. Practical, hands-on use of a range of communication platforms and channels.
6. Working with the media.
7. Leading a team/function.
8. Working with a range of internal and external stakeholders to achieve objectives.
9. Effective project management, including managing budgets.
10. Involvement in monitoring and evaluating approaches and learning from these.
11. Strategy development and delivery.

Understanding

12. Good understanding of and commitment to social justice and human rights.
13. Good understanding of and commitment to the [purpose, values and principles](#) of Just Fair.
14. Good understanding of human rights in the UK, including the practical reality of economic, social, and cultural rights.
15. Good understanding of UK government structures and processes.
16. Good understanding of civil society in the UK.

Skills and abilities

17. Excellent communication skills, both written and verbal.
18. Strong interpersonal skills and the ability to engage and work with a range of stakeholders.
19. Strategic thinker with strong analytical skills, and the ability to innovate and deliver results.
20. Confident working alone and with others, as part of a small team.
21. A positive 'can-do', resourceful and collaborative team player, who relishes a challenge.
22. Ability to lead and motivate others, building on their strengths to deliver high quality work.
23. Ability to adapt working and communication style according to need and context.
24. Ability and readiness to work flexibly and remotely.
25. Ability and willingness to occasionally travel in the UK to deliver work as required.

Other

1. Willingness to undertake a criminal record check as appropriate to the role.

Desirable

1. Experience of working with and integrating lived experience into work areas.
2. Experience of working in civil society in the UK.
3. Experience of WordPress.