

## Application pack – Communications and Public Affairs Officer

### About the role

ATLEU is looking for a Communications and Public Affairs Officer. This is an exciting new role, working with colleagues across policy, communications and lived experience. We are looking for candidates who have a track record in speaking out and are not afraid to be bold in seeking change for survivors of trafficking. ATLEU's work and our role as an expert voice in the sector is survivor informed, change focussed and ambitious and this role will make a significant contribution to developing our communications and influencing strategies.

This is a part-time role – 21 to 28 hours a week.

We are looking for candidates who are intelligent, resilient, exceptional communicators and passionate about ATLEU's mission and values. We are committed to promoting equality of opportunity and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applicants from those who are significantly underrepresented in our sector, such as individuals from Black, Asian and Minority Ethnic communities.

### About ATLEU

**Our vision** is a fair and free society in which no one is enslaved or exploited.

**Our mission** is to secure safety and justice for survivors of trafficking by using and reforming the law.

**Our strategic priorities** are:

1. To increase provision of high quality, holistic, legal support to survivors of trafficking most in need
2. To improve protections for survivors of trafficking through strategic litigation, campaigning and lobbying
3. To develop ATLEU as a model of excellence and good practice, and through strong external relationships strengthen the capacity of others to meet trafficked survivors' needs

4. To invest in ATLEU's people and build a culture of resilience
5. To diversify ATLEU's income streams, build capacity and drive efficiency.

**Our values** are integral to who we are, what we do and how we do it.

- ***There is always another way***  
We are persistent, resourceful and creative in our approach. We do the hard work to make justice accessible. We don't give up in the fight for fairness and freedom.
- ***We make the time. We listen. We hear***  
We take the time to really listen to our clients and colleagues. We want to restore autonomy and agency from where it was stolen. We give advice, not tell you what to do. If you fight, we fight. Our clients' needs come first.
- ***Knowledge is for sharing.***  
We lead the way in our knowledge and expertise of reforming the law. The strength of our team comes from our willingness to collaborate and share. We put our work before pride and always ask for help. Power of our knowledge comes through sharing it with others to secure justice and reform the law.

**Our approach** is to create lasting positive change for all survivors of trafficking through:

- Legal casework
- Strategic litigation
- Capacity building, to strengthen the sector's response to trafficking and slavery, specifically, legal capability training, second-tier advice and sharing legal information and resources
- Policy, research and campaigns.

We are committed to an anti-racist approach which includes understanding and tackling structural racism. We recognise that race plays a major role in immigration and modern slavery policy and practice and in the way that support and advice services are designed and delivered.

We are committed to amplifying the voice of survivors of trafficking and slavery within ATLEU and the wider sector and to working to ensure that people with lived experience are partners in bringing the change needed.

We are committed to tackling climate change. Modern slavery actively contributes to environmental harm, whilst environmental degradation is a driver of migration which leaves people at risk of exploitation. These are key themes of our work and we are looking for a candidate who believes in our approach and will live our values.

## Employment information

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|--------------------------|---|
| <b>Job Title:</b>        | Communications and Public Affairs Officer                   |
| <b>Job Term:</b>         | Permanent   |
| <b>Location:</b>         | London SE1.   |
| <b>Hours:</b>            | Part-time (21 – 28 hours per week)                          |
| <b>Salary:</b>           | £32,000 to £37,500 pro rata (inclusive of London weighting) |
| <b>Pension:</b>          | 7% pension contribution                                     |
| <b>Leave:</b>            | 33 days pro rata (including public holidays)                |
| <b>Probation period:</b> | Six month probation period                                  |
| <b>Reports to:</b>       | Policy Manager  |

# **JOB DESCRIPTION**

## **Communications and Public Affairs Officer**

### **Objectives of the post**

### **Primary duties and responsibilities**

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role.

#### **Overall responsibility:**

- To help develop ATLEU's communications and public affairs approach and activity to strengthen the organisation's role as an expert voice within the sector, to ensure our policy positions and messaging are accurately, clearly and compellingly communicated and facilitate survivor-led communications.

#### **Communications**

- Support the Policy Manager in the development and implementation of a communications strategy for the work of the Policy team, tracking, measuring, and reporting on the effectiveness of the Charity's communications channels.
- Support the Communications Manager with delivery of ATLEU's wider communications strategy and ensuring that organisational communications are aligned.
- Work closely with ATLEU's Activism & Engagement Manager (Lived Experience) to ensure that our messaging and policy positions are led by the views and experiences of people with lived experience of trafficking and slavery, and underpinned by strong evidence from ATLEU's direct casework.
- To support ATLEU's lived experience group to develop outputs in line with their policy and campaigning priorities.
- Ensure ATLEU's key messages are communicated effectively, working with partner organisations.
- Develop and maintain a communications work plan for key outputs from the work of the Policy team.
- Draft and edit communications outputs for the work of the Policy team, including blogs, social media, video scripts, and other content.
- Develop and use opportunities to engage journalists with our work and policy insights and draft press releases, proactive and reactive quotes.
- Develop and maintain ATLEU's case study database ensuring the use of survivor/client stories and comments are tracked and in line with the consent obtained.
- Undertake media monitoring and horizon scanning for the team and use this monitoring to identify opportunities for ATLEU's policy and influencing priorities.

- Support ATLEU's fundraising by assisting with developing a strategy for growing a supporter base among members of the public, by inspiring and engaging key audiences; raising public awareness of and sympathy for survivors. This will involve working closely with ATLEU's Fundraising Manager to ensure a coordinated approach to our public facing campaigns and community fundraising strategy.
- Project management - design, plan, and deliver communications activities against targets, and manage relevant project budgets

### **Public affairs**

- Work with the Policy Manager to develop and promote policy positions and create effective public affairs influencing strategies for key areas of ATLEU's work and strategy and projects to achieve policy aims.
- Support the Policy Manager to identify and act on policy opportunities to promote ATLEU's strategic aims through increasing ATLEU's profile and sharing ATLEU's evidence, policy positions and practice through a range of routes, such as select committee enquiries, consultations, news developments.
- Lead on conducting parliamentary monitoring, collating a monthly overview of relevant Parliamentary business for the charity and producing summaries of key parliamentary activity.
- Secure organisation-wide input to external consultations and drafting responses, representing ATLEU at relevant stakeholder meetings, as identified by the Policy Manager and participating in external policy-related events and groups as necessary
- Develop well researched, high-quality materials that are survivor-led, and rooted in ATLEU's work, for external political and policy audiences. This will include co-producing reports and policy briefings, utilising internal and external datasets, research and evaluation, and survivor stories and contributions.
- Develop and maintain our CRM database ensuring all policy contact records are up to date, and including timelines of activities and relevant communications are compliant with data protection law.
- Horizon scan campaigns activity in the wider sector and monitoring policy, legislative and political developments, in order to identify opportunities (and risks) for ATLEU's policy and influencing priorities.
- Keep ATLEU's team abreast of political and policy development relating to our work.

### **Person specification**

#### **Experience and knowledge**

##### **Essential**

- At least two years' experience in a communications / public affairs role

- Experience of the anti-trafficking / migrant justice / human rights / legal sector
- A track record of writing concise and engaging content that resonates with the target audience and presents complex subjects in a clear and compelling way
- Experience of producing engaging social media content on a range of different channels
- Demonstrable experience of developing relationships with journalists and securing coverage.

### **Desirable**

- Knowledge / sensitivity to / lived experience of trafficking/ slavery
- Experience of working on political or charitable campaigns
- Experience of working in coalitions
- Experience of public policy processes including UK Government, local government, devolved administrations, national agencies and parliamentary procedure.

## **Skills and abilities**

### **Essential**

- Excellent organisational skills, including the ability to manage a busy and complex workload, without compromising standards.
- Able to work proactively and independently, able to prioritise work and ensure it is concluded successfully to a deadline
- Able to work collaboratively and to build great working relationships across the organisation and with key stakeholders
- Interest in co-production with those with lived experience of trafficking/modern slavery
- High level of computer literacy and comfortable learning new systems and applications.
- Flexible and adaptable to change
- Excellent speaking, presentation and influencing skills
- Experience of creating and delivering high-quality written and oral communications to tight and shifting deadlines
- Ability to work at speed, condensing large quantities of information down to compelling, accurate key messages.

## **Personal qualities**

### **Essential**

- Motivated by ATLEU's mission and values.
- Strong commitment to activism and engagement of those with lived experience of trafficking and modern slavery
- Willing to work outside normal working hours in times of pressure that may occur from time to time.
- Sensitive to ATLEU clients' needs and to handle confidential information appropriately
- To be committed to equal opportunities and social inclusion.

### **Other**

- To have the right to work in the UK

## Application process

To apply please email your CV, a covering letter, and an [Equality and Diversity Monitoring Form](#) to Caroline Forster, Head of Operations, at [recruitment@atleu.org.uk](mailto:recruitment@atleu.org.uk)

Please quote "**Job Ref: 2025/Comms Officer**" in the subject of your email.

**The deadline for applications is 9am on Tuesday 18 March 2025.**

Applications received after this time will not be considered.

Please ensure that the cover letter:

- sets out why you wish to work for ATLEU
- addresses the five essential criteria under Experience and Knowledge in the Person Specification
- demonstrates your competency for the role

Please ensure that we have a contact telephone number or email address so that we are able to contact you easily and in confidence.

Candidates shortlisted for interview will be advised by close of business on Tuesday 25 March 2025.

**Interviews will be held between 1 – 3 April 2025.**

*All information contained within the application pack is provided for information only and does not form part of an employment contract or job offer.*