



## Head of Advocacy and Policy

Salary	£53,186 (pro rata for part time)
Contract	Permanent
Location	Central London with remote working
Hours	4 or 5 days/ 28 or 35 hours per week (with pay prorated for working hours)
Reports to	Deputy Director: External Affairs
Manages	Advocacy and Policy Manager
Deadline	10am, Wednesday, 25 September 2024
Interview	Wednesday, 2 October 2024, at our offices in Vauxhall
Expected start date	As soon as possible
Application form	Click <a href="#">here</a> to apply

### Role summary

Tax Justice UK (TJ-UK) has built momentum for progressive tax reform. Tax is high on the political agenda and the new government opens up space for a fairer tax system. Your role will be to use key political moments to win significant policy reform. You don't need to be an expert in tax policy, but you do need to be hungry for change, and able to convince people in positions of power to listen to our messages and make changes.

Tax Justice UK has a track record of securing campaign wins, putting wealth taxes onto the political agenda and securing a number of manifesto commitments for our policy ideas. We have built strong relationships with politicians, advisors, policy makers and a network of influential think tanks and organisations. We also have excellent relationships with many influential media outlets, regularly securing extensive media coverage on tax justice issues. This role is part of a newly created external affairs team at TJ-UK. The team works on movement building, campaigning and political influencing.

We're looking for a savvy political operator with a track record to achieve political change and a commitment to tax justice. You will be confident in shaping policy, building good working relationships across all political parties and a strong team player.

If that sounds like you, we'd love to hear from you.

### Job description

The purpose of this role is to develop TJ-UK's vision of what a reformed tax system looks like and to build strong partnerships in order to achieve political support for this vision to

ensure that everyone in the UK benefits from a sustainable, fair and effective tax system.

**Advocacy and political engagement:**

- Develop, and implement, a political strategy for TJ-UK
- Identify, and cultivate, supportive MPs and peers from all parties, and help shape their agenda
- Work with parliamentarians, civil servants and political advisors to build support for tax reform and bring amendments to legislation
- Support the political engagement of the broader UK tax justice movement
- Help build a network of influencers, organisations and think tanks who support TJ-UK's political advocacy
- Work with the Deputy Director: Communications to build media interest in tax reform and strengthen our engagement with journalists
- Represent TJ-UK in the media
- Be an active part of the UK's tax justice movement
- Supporting the delivery of engaging campaign actions for TJ-UK and the wider movement.

**Policy development, coordination and thought leadership:**

- Navigate complicated policy issues to reach credible TJ-UK policy positions with campaign potential and the backing of the wider team
- Work with experts to generate new research and insights and shape concrete policy proposals that are easy to communicate and can win political support
- Commission external research and analysis to drive TJ-UK's campaigns
- Ensure a rigorous evidence base for TJ-UK's policy agenda, including engaging with TJ-UK's technical advisors, experts, academics and think tanks.
- Manage TJ-UK's group of technical advisors
- Engage with policy conversations through events and meetings, as well as submissions to consultations and committees
- Support the Development Manager, and the rest of the team, by identifying prospective funders, building and stewarding relationships with funders, developing funder proposals and evaluating progress.

**Supporting Tax Justice UK's campaign impact:**

- Work closely with the rest of the External Affairs team to ensure TJ-UK's advocacy is aligned with the organisation's campaign goals and our movement work
- Play an active role in TJ-UK's external affairs team and support the development of influencing strategies and tactics, including support for public facing campaigns
- Line manage the Advocacy and Policy Manager and/or other roles in the External Affairs team as required.

**General responsibilities and duties:**

- Undertake the duties of the job description in accordance with the operational policies of TJ-UK
- Contribute to the evaluation and improvement of TJ-UK's activities
- Maintain good working relations with the board, staff and other stakeholders
- Present the organisation in an appropriate and professional manner to its stakeholders
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, organisational culture and values

- Work out of usual hours if necessary. (With a time-off-in-lieu policy in operation)
- Undertake any other reasonable duties as may be required
- Actively contribute to TJ-UK's commitments to creating a culture of anti-oppression, equity and inclusion.

### **Person specification**

If your skills and experience do not match this list but you feel that you have transferable experience, a desire to learn, and a commitment to TJ-UK's vision, we still welcome your application.

A savvy political operator:

- A track record of achieving political change
- A sound tactician, who understands how to take advantage of political opportunities in support of campaigns
- A deep understanding of how UK politics works, including Parliament and relevant government departments
- Ability to build strong relationships with figures from across the political spectrum
- Generosity, sensitivity and humility to work with a range of people with different perspectives
- Experience of being a spokesperson in the media
- Experience of monitoring and evaluating advocacy campaigns.

A confident policy shaper and maker:

- Experience of navigating complicated policy issues to reach credible policy positions
- Ability to work with experts to generate new research, insights and policy proposals
- Ability to convey complex policy ideas to non-expert audiences in a simple and compelling way - adapting style, language and content to deliver maximum clarity and gain support
- Willingness to undertake media training and act as a media spokesperson for TJ-UK
- Understanding of economic and tax justice.

A strong team player:

- Excellent prioritisation skills and effective at handling regular deadlines and last minute requests
- Ability to thrive in a young organisation, where you will drive your own projects, as well as shape the organisations' overall approach
- Equally comfortable building relationships in person and virtually
- Willing to embrace flexible working.

### **Why would you want to be part of our team?**

- We value our colleagues first and foremost as human beings, with lives, families and interests beyond work. We want team members to thrive at work, at home and in the community. We believe that trusting people to work in a way that suits them is good for us all and good for the organisation
- Flexible working can include regular working from home, changes to working hours, changes to how working days are spaced throughout the year (for example to work fewer days during school holidays). Our team office day is on Monday at our shared office in Vauxhall

- We work at a fast pace to take advantage of opportunities to make long term change
- We take our responsibility to each other as colleagues, and to the wider tax justice movement seriously.

### **Benefits**

- A starting salary of £53,186 pro rata, which will rise to £56,636 pro rata over four years through annual increments
- An additional annual cost of living salary increase, which is usually linked to the official rate of inflation
- Pay policy includes consideration of internal equity - the highest earner's salary is capped in relation to internal salaries and the median wage for London
- Generous leave allowance (28 days/year for full time staff plus usually additional days off between Christmas and New Year)
- 5% employer pensions contribution
- Enhanced paid maternity and paternity leave
- Enhanced paid time off for sickness, caring responsibilities and compassionate leave
- Up to two days a year of additional paid leave at short notice with no need to provide an explanation
- Hybrid working set up. We aim to be in the Vauxhall office together as a team at least every Monday
- We work our hours flexibly around core hours (10am to 4pm)
- We are open to flexible working patterns such as working around school hours, school holidays, or other commitments
- We invest in our team to help them succeed, offering on-the-job support and opportunities for skills development
- Cycle to work scheme.

### **How to apply**

We are genuinely open-minded about your background and encourage people from different backgrounds and experiences to join our team.

We conduct anonymous shortlisting to help promote diversity and fairness. This means we ask applicants to create an application ID (your initials and two numbers) to use instead of your name, and that you remove any reference to your name (email address, linkedin, social media) from your CV. Assessors will receive information on candidates after shortlisting.

To apply please complete [this form](#) by 10am,, Wednesday 25 September.

As part of the application process you will be asked to:

1. Create an application ID (your initials and two numbers)
2. Share responses to the following question:
  - a. Please explain how your experiences and skills make you a good candidate for this role? (350 words max)
  - b. Please tell us about an advocacy win that you have contributed towards. What steps did you take to achieve your success and what leadership role did you play? What was the overall impact? (350 words max)
3. Upload a copy of your CV (max 2 pages with your application ID as the file name). Please remove all references to your name
4. Fill out the equal opportunities monitoring questions.

If you have any questions about the application process, or if you require adjustments to assist your application process please email [recruitment@taxjustice.uk](mailto:recruitment@taxjustice.uk) before the closing date.

Closing date for applications: 10am, Wednesday 25 September

Interviews: Wednesday, 2 October 2024 (in person in Vauxhall - we can cover any reasonable travel expenses). Please let us know as part of your application if you need any reasonable adjustments to allow you to attend the interview.

Expected start date: As soon as is possible

The interview process is designed to help us get to know each other and for you to do your best job of explaining why you're right for the role. To help make the process more accessible, we will share the interview topics with you in advance.

### **Equal opportunities monitoring**

Tax Justice UK is committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete the equality monitoring questions as part of the application form.

The information will be treated confidentially and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone outside of the organisation.

The information provided does not form part of the decision-making process and will not affect your application.

### **Data processing, protection and privacy policy**

By completing the form TJ-UK will have processed your personal information. For more information about TJ-UK's data processing activities and your rights, please read our [Privacy Policy](#).