

JOB ADVERT:

Public Affairs Officer

Location: Flexible – remote or hybrid (UK based) with required travel to London and occasionally Bristol

Salary: £29,450 per year (Grade 3) plus Inner London Weighting of £3,483.94 (if eligible)

Length of contract: Permanent

Hours per week: 37 hours per week (flexible working hours)

Closing date: 5th July 2024

Interviews: Week commencing 15th July 2024

Who are Women's Aid?

Women's Aid is the national charity working to end domestic abuse against women and children. We are a federation of over 170 organisations which provide just under 300 local lifesaving services to women and children across England. For almost 50 years we have campaigned on behalf of our members and survivors to shape policy and practice, and to raise awareness of domestic abuse.

Purpose of the Public Affairs Officer role:

As the Public Affairs Officer in the External Affairs team at Women's Aid, you will play a pivotal role in our government and parliamentary engagement work. This will include leading on monitoring parliamentary activity and identifying opportunities for Women's Aid to influence the political agenda and ensure parliamentarians are kept up to date on issues related to domestic abuse. You will play a pivotal role in supporting our influencing work with the new government on key pieces of legislation, Women's Aid's next big campaign and assisting Women's Aid's secretariat role to the All-Party Parliamentary Group (APPG) on Domestic Violence and Abuse. Alongside organising meetings and events for the APPG and with key political stakeholders, you will lead on the development of public affairs and campaigns materials, including policy bulletins, briefings, speaking notes and letters to government ministers.

Key duties and responsibilities of the Public Affairs Officer:

- Carry out regular political monitoring, keeping the team updated with important developments for Women's Aid, identifying opportunities for influence and providing analysis on policy announcements.
- Draft newsletters, correspondence, and website and social media content for parliamentarians, Women's Aid's member services and campaigners on a range of campaign and policy priorities.
- Support Women's Aid's work on key pieces of legislation - responding to queries, drafting briefings and parliamentary questions, working with Parliamentarians on draft amendments, and the development of joint sector work.

- Lead on projects that widen participation in Women's Aid public affairs and campaigning work, including organising meetings with sector colleagues, survivors, and our member services.

What we are looking for in our Public Affairs Officer:

- Excellent written communication skills, including the ability to write copy for a range of audiences and formats, e.g., briefings, consultation submissions, correspondence and speaking notes.
- Experience of working in a political role or exposure within parliamentary institutions.
- Experience in liaising and working with external organisations and individuals, including via correspondence and joint working groups/joint sector meetings.
- Experience in supporting the delivery of projects and campaigns.
- Ability to communicate sensitively about the issues facing women and children affected by domestic abuse.

Benefits of joining us as our Public Affairs Officer include:

- **Generous Annual Leave:** 25 days + 2 Company Holidays + 8 UK Bank Holidays, with an extra 1 day per year after 1 year of service, up to a maximum of 5 additional days.
- **Valuable Pension Benefits:** a generous 7% employer contribution.
- **Flexible Working:** Remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- **Wellness and Support:** Cycle to Work Scheme, free optician check-ups, annual flu vaccines, access to a 24-hour employee assistance counselling helpline, a 'Headspace' app for mindfulness, and 'Reflective Practice' sessions.
- **Making a genuine difference:** in a rewarding role where your work will directly result in helping Women's Aid to be able to provide lifesaving services for women and children across England.

How to apply?

- **Please submit your CV and a Cover Letter.** Your Cover Letter should be no more than 2 pages long and should include a summary of your reasons for applying for the position. You should also include details of how your skills, behaviours and experience meet those necessary for the role, as listed in the Job Description and Person Specification.
- **Please ensure that you also complete the EDI form and send all completed paperwork to recruitment@womensaid.org.uk.** (Please clearly mark your name and the role title in the subject line of your email).

NB:

- **Women only need apply under schedule 9 (Part 1) of the Equality Act 2010**
- If you have been shortlisted for interview, you will be informed by email. Regrettably, we are normally unable to acknowledge unsuccessful applicants.
- All posts, including remote posts, must be based in the UK.

- **Women's Aid is committed to quality, equality, and valuing diversity.** Applications are particularly welcome from Black and minoritised women.
- **Please read our Single Sex Statement here:** [Women's Aid: Single sex services statement - Women's Aid \(womensaid.org.uk\)](https://www.womensaid.org.uk/about-us/single-sex-services-statement/)
- Please note that applications will be reviewed, and interviews arranged, on a rolling basis, so for the best chance of success, please apply ASAP.