



## Head of Campaigns

### Job Description and Person Specification

Job Title:	Head of Campaigns
Location:	Home-based or hybrid working arrangements from anywhere in the UK
Hours:	Full Time (35 hrs per week)
Salary:	£45,000 PA
Leave:	28 days pro-rata per annum
Contract:	Permanent
Reporting to:	Director
Closing date:	24 <sup>th</sup> July 2024
Interview date:	Week Commencing 5 <sup>th</sup> August via Zoom

[Asylum Matters](#) is looking for a dynamic leader committed to fighting for the rights of people seeking asylum. Our team of eight staff is geographically dispersed across the UK. We are a charity that campaigns locally and nationally, in close collaboration with an extensive network of partner organisations, to advocate for progressive change on a range of issues that affect people in the asylum system in the UK.

These include;

- Our [Fight The Anti Refugee Laws](#) campaign
- [Communities Not Camps](#), a campaign against mass containment sites
- Our campaign against [Asylum poverty](#)
- And the [Lift the Ban](#) campaign which we co-lead, and award winning campaign bringing together over 300 organisations calling for the right to work for people seeking asylum

Asylum Matters was established in 2016 and became an independent charity in 2021, and plays a significant role in efforts to defend the right to seek asylum in the UK and to bring about positive change for refugees and people seeking safety here. We are a convenor and facilitator of collaboration and joint action. Our work connects the local with the national, helps strengthen collective advocacy on asylum reform and ensures it is informed by the reality on the ground.

We are looking for an experienced campaigner, advocate and leader, with the skills and experience to effectively manage people, teams and programmes of work and to develop and implement strategies to achieve real change locally and nationally. The successful candidate will have a commitment to working towards a fairer and more effective asylum system, and to empowering and working with those with direct experience of it. They will have experience of Parliamentary advocacy and cultivating progressive relationships with MP's. They will be proactive, able to identify influencing opportunities and rapidly mobilise support to respond to them. They will also be a highly effective communicator, able to represent the organisation externally, build strong working relationships and close collaboration and manage various communication channels. We are particularly keen to hear from people with lived experience of the UK asylum system and anyone with lived experience who meets the essential criteria will be guaranteed an interview. The successful candidate must have the right to work in the UK.

### **Job Description**

#### **Advocacy and Campaigning**

- Lead the planning, delivery, monitoring and evaluation of agreed national campaigns, proactively identify influencing opportunities and mobilising support around them in order to bring about policy and/or practice change;
- Engage with national, regional and local partner organisations, within and outside of the migration sector, to ensure good coordination, strong collaboration and maximise the impact of joint actions;
- Maintain and strengthen Asylum Matters' existing network of partner organisations and its role as a resource for partners, providing regular information updates, convening meetings and offering training and support to enhance their campaigning capacity and participation;
- Actively support and enable the participation, contribution and leadership of people with lived experience of seeking asylum in Asylum Matters' campaigns;
- Working with the Director, the staff team and partner organisations, ensure regular engagement with target local and national decision makers (e.g. relevant Ministers, MPs, officials, councillors, etc.) and other key influencers;
- Represent Asylum Matters in external meetings, events, coalitions and forums;
- Support Asylum Matters' communications, including web and email content, local and national media, social media, reports and briefings, and the design and production of resources;
- Undertake and commission research and policy work to support local and national advocacy initiatives, and ensure the team holds considered policy positions and clear policy change objectives;
- Undertake any other relevant duties, in line with the responsibilities of the post.

#### **Line Management**

- Provide direct line management to Campaigns Managers, and support the team to deliver local, regional and national campaigns plans, including travelling to regional bases to support staff in the delivery of events, activities and meetings;

- Support staff in their development, including setting objectives, conducting regular 1:1s and annual performance reviews and identifying any training or other support needs;
- Ensure smooth coordination and communication within the Asylum Matters team, including convening regular team calls and meetings to agree campaign priorities, develop integrated campaign plans, ensure ongoing monitoring and undertake evaluations to capture learning;
- Maintain a strong team culture where staff members actively encouraged to share feedback, knowledge and learning and contribute to organisational development and decisions.

## **Organisational Management**

- Together with the Director, lead and develop Asylum Matters in line with its organisational strategic objectives;
- Together with the Director, continue to actively embed an anti-racism approach and further develop across all aspects of the organisation work with people with lived experience of the UK asylum system;
- Where required support the Director, Treasurer and Finance and Administration Officer in agreeing budgets and overseeing and approving expenditure.

## **Person Specification**

### **Essential**

1. Experience in a leadership position in the charity sector and track record of successfully managing complex programmes of work;
2. Experience of effectively managing and empowering staff, and supporting the development of a team;
3. Knowledge and understanding of all levels of government in the UK, particularly as they relate to asylum & experience of cultivating relationships with MP's for Parliamentary advocacy;
4. Extensive experience of developing and implementing campaign or advocacy strategies to achieve positive changes in policy and/or practice;
5. Proven ability to build strong partnerships, work collaboratively, manage broad-based coalitions and maintain positive working relationships with individuals and organisations;
6. Extensive experience of campaigning with an insight & understanding of the relevant campaigning & advocacy networks
7. Ability to write clear, concise and compelling copy for campaigns materials and actions, reports, briefings, media and digital content;
8. Excellent oral communication skills, including the ability to design and deliver presentations and talks to a variety of audiences;
9. Proven ability to think strategically, solve problems and lead decision-making;
10. Ability to be proactive and flexible and to work independently;

11. Understanding of and commitment to the values and aims of the charity;

**Desirable**

12. Direct experience of the asylum process or of working with people seeking asylum;

13. A good knowledge of how the asylum system impacts on people seeking asylum and refugees and experience of asylum-related policy, advocacy, campaigns or communications work;

14. Experience of managing budgets and overseeing spending;

15. Experience of working with the media, maintaining websites and using social media platforms.

**The role will require some travel throughout the UK**

**Application process**

Please email a CV and a supporting statement (no more than three pages) clearly outlining how you meet each of the above person specification criteria to [info@asylummatters.org](mailto:info@asylummatters.org)

If you do not demonstrate how you meet each point in the essential person specification the panel will be unable to shortlist you.

If you have any questions, or would like an informal conversation about the role or about the application process, please contact; [lou@asylummatters.org](mailto:lou@asylummatters.org)

The closing date for applications is 24<sup>th</sup> July

Interviews will be held via Zoom Week commencing 5<sup>th</sup> August

Shortlisted candidates will be given interview questions and tasks in advance to ensure a fair and open recruitment process.

The successful candidate must have the right to work in the UK.

People with lived experience as a refugee and/or of the asylum system who meet the essential criteria for the role will be guaranteed an interview.

We are sorry that we are unable to provide feedback to candidates who are not shortlisted for interview.