

Person Specification

Job title:	Policy Officer
Service:	Policy and Practice Change, Coram Children's Legal Centre
Contract Type:	12 months Fixed-Term
Reporting to:	Head of Policy and Practice Change
Hours:	Part Time, 21 hours per week (0.6 FTE)
Location:	Coram Campus, London with some remote working after the settling in period
Salary Range:	£15,000 to £19,200 per annum (£25,000 to £32,000 FTE)

Qualifications, Knowledge, Skills & Experience

E = essential, D = desirable

1. Interest in policy work in children's rights [E]
2. Knowledge of UK immigration, asylum and nationality law and policy [E]
3. Lived experience of the asylum or immigration system [D]
4. Knowledge of another of CCLC's policy areas: education, access to justice, legal aid, children's rights [D]
5. Legal background or experience understanding a complex legal area [D]
6. Experience volunteering or working in a charity or youth organisation or of advocating for change [E]
7. Organised in approach to work with the ability to prioritise tasks [E]
8. Ability to deliver agreed tasks to deadline [E]
9. Self-directed approach to work and ability to take the initiative and problem-solve in a busy office environment and as part of a team [E]
10. Ability to communicate well verbally and in writing [E]
11. Experience drafting letters, newsletters, briefings, consultation/inquiry responses, press releases or website content [D]
12. Excellent computer skills and website editing skills [D]

Behaviours & Values

E = essential, D = desirable

1. A commitment to children's human rights and support for CCLC's aims [E]
2. Motivation to support organisational goals [E]
3. A commitment to children and young people's views informing policy [E]
4. Ability to deliver work to agreed deadlines as instructed [E]
5. Ability to work independently and on own initiative [E]
6. A positive approach to building excellent relationships [E]