



## Policy and Public Affairs Manager (June 2026)

Rainbow Migration, the longest-running charity in Europe dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting a Policy and Public Affairs Manager. The Policy and Public Affairs Manager will join our management team and lead on developing our policy positions and engaging with parliament and government.

Responsibilities will include:

- Developing and delivering influencing strategies
- Monitoring and evaluating our policy and public affairs work
- Writing high-quality policy and briefing papers or reports
- Engaging with civil servants, parliamentarians, ministers and other policymakers, influencers or allies
- Working collaboratively with other organisations and stakeholders to achieve change
- Ensuring meaningful involvement of people with lived experience – especially our Refugee Advisory Panel – in our influencing work
- Managing occasional research projects

Rainbow Migration's vision is that LGBTQI+ people can settle in the UK and lead fulfilling lives. Our values are:

- **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.
- **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
- **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
- **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

## Diversity, inclusion and anti-oppression

At Rainbow Migration, we don't just accept difference – we celebrate it, we support it, and we thrive on it. We're proud to be an equal opportunity employer and we value diversity. We welcome applications from people of all backgrounds and do not unlawfully discriminate on the basis of race, religion, colour, national origin, gender, gender identity, sexual orientation, age, marital status, or disability status. We consider all qualified applicants, consistent with any legal requirements.

We strive to build a team that reflects the diversity of the community we work in. We are also reviewing what we do and how we do it through an anti-oppression and anti-racism lens, and are investing in being more informed and led by LGBTQI+ people who have sought asylum.

We welcome applications from candidates who have been through the UK asylum system and people of colour, who are currently underrepresented among our staff in relation to our service users.

We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 if they meet the necessary criteria in the person specification.

To support candidates during the interview process, we send a selection of questions in advance. You are welcome to bring notes with you and also take notes in interviews to help process information. If your interview is online, we can also put questions in the meeting chat. If your interview is in person, we will send details of how to get to the building from both local tube stations and a video showing the interview space. Please let us know if we can make other adjustments to support your interview process.

## Role overview

**Contract type:** Permanent

**Hours:** Full-time (35 hours per week); working part-time (minimum 21 hours) will be considered. Occasional work in the evenings and at weekends will be required but with plenty of notice. Rainbow Migration encourages staff to maintain a good work life balance and has a TOIL system in place.

**Salary:** Starting at £46,000 with a potential step increase each year up to £51,253 (pro rata if working part time), plus statutory employer's pension contribution. We also try to give a separate inflationary increase every April.

**Location:** Remote or from Rainbow Migration's step-free offices which are based in London between Vauxhall and the Oval. Hybrid working will also be considered and can be agreed with the line manager as per our hybrid working policy. The successful candidate could work from anywhere in the UK but would be expected to occasionally travel to London and other parts of

the country for meetings and events. At the time of posting this advert, staff mostly work from home. Please contact us if you have any questions.

**Annual Leave:** Initially 25 days per year. After two years of employment, this will increase by one day per year up to a maximum of 28 days (pro rata if working part-time).

**Benefits:**

- Two days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)
- Enhanced parental leave and pay
- Full pay for jury service (up to four weeks), compassionate leave (up to two weeks) and dependants' leave (up to four days, pro rata for part-time staff)
- Potential for two salary increases a year: a step increase and an inflationary increase
- TOIL system
- Hybrid working policy, including possibility of working abroad for 10 working days (pro rata for part-time staff) each year
- Policy on staff loans or salary advances for difficult times
- Training and learning opportunities
- Occupational health assessments for disabled employees to understand how we can support and make reasonable adjustments
- Employee assistance programme which includes counselling service, wellness advice, legal and money advice, and other matters
- Clinical supervision for staff delivering services (a safe space with an independent therapist to offload and discuss feelings and challenges)

## How to apply

**Closing date:** 9.30 am on Friday 26 June 2026

**Interview dates:** We plan to do a 30-minute online interview on 6 July 2026 and, if successful at that stage, a further 1-hour in-person interview on 13 July 2026.

Please read the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact the line manager via [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

Please send to [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk):

1. Your CV
2. A written statement (max 1,000 words). Instead of a written statement you may submit your statement by video or audio recording (max 8 minutes)

We would also be grateful if you could complete this optional [monitoring form](#).

In your statement, please:

1. Explain why you are interested in this role and give examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate you meet the necessary (and, where applicable, advantageous) criteria for the role. Skills and experience could be from training, volunteering, interests or life experience.
2. Confirm if you wish to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a 'substantial' and 'long-term' effect on your ability to do normal daily activities).
3. State how many hours a week you wish to work and if you have a preferred pattern.
4. State if you have or have not used AI to help with your application in any way. If you have used AI, please explain why. While AI can be a helpful tool, we expect all applications to reflect your own experiences, qualifications and style of writing. Transparency is valued, so applications that are obviously written with AI without explanation will not be considered.

By submitting an application, you:

1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided in your application is true and correct and that you understand that any false information or statement given will justify your dismissal from Rainbow Migration if appointed.

3. Accept that owing to the nature of the work, if successful, you will be required to disclose all unspent criminal records at the point of conditional job offer and subsequently to undergo a basic DBS (Disclosure and Barring Service) check. See our [website](#) for more information.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

### Privacy notice

If you apply for this role, the information you provide will be processed according to Rainbow Migration's [privacy policy](#). Rainbow Migration will not share your information with any third parties unless part of the recruitment process or are legally required to do so. By applying, you are permitting Rainbow Migration to access and use the information for recruitment purposes. Rainbow Migration will store data on unsuccessful applicants for 12 months after the conclusion of the recruitment campaign. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. It is amalgamated for statistical purposes and the original data is deleted after six months.

# Policy and Public Affairs Manager

## Job description

### Purpose

The Policy and Public Affairs Manager will help us achieve Rainbow Migration's [impact goals](#) in our current strategy (2023 to 2026):

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimal wellbeing and no isolation among LGBTQI+ people who are seeking asylum or have refugee status
4. The experiences and needs of LGBTQI+ people migrating to the UK are better understood inside and outside Rainbow Migration

### Responsibilities

#### Policy influencing and strategy

- Work with the Executive Director, Campaigns Manager and Communications Manager to develop and deliver policy and other influencing strategies
- Keep records of policy influencing and public affairs work and the results, in line with monitoring and evaluation frameworks
- Write high-quality policy and briefing papers or reports, with input from partner organisations and our Refugee Advisory Panel
- Learn from successes and failures, and adapt strategies or plans accordingly
- Maintain a close working relationship with the Legal Service and Support Services Managers and Refugee Advisory Panel to identify issues for influencing
- Maintain an overview of all Rainbow Migration's policy positions, and lead on establishing new policy positions as needed in consultation with our Refugee Advisory Panel
- Keep up to date with national and international policy developments and identify opportunities for influencing

#### Evidence and data

- Use Rainbow Migration's services, and input from other organisations supporting LGBTQI+ people seeking asylum, as an evidence base for influencing work
- Work with colleagues to ensure accurate recording and publication of data from services to support Rainbow Migration's influencing work
- Manage occasional research projects

#### Collaboration and stakeholder engagement

- Work collaboratively with other organisations and external stakeholders to achieve change
- Lead Rainbow Migration's engagement with civil servants, parliamentarians, ministers and other policymakers, influencers or allies
- Ensure meaningful involvement of people with lived experience in Rainbow Migration's influencing work, including regular collaboration with our Refugee Advisory Panel
- Support the skills development of the Legal Officers, and others as directed by the Executive Director, in policy influencing

## Management team responsibilities

- Collaborate with trustees and other stakeholders in developing strategic plans for the organisation
- Collaborate with other members of the management team in the operational management of Rainbow Migration
- Participate in annual operational planning and budget setting and regular progress reviews
- Maintain knowledge of organisational policies and role model their implementation
- Lead or support on HR matters as required e.g. recruitment, performance management, disciplinary or grievance
- In area of responsibility:
  - Manage project budget(s)
  - Develop and maintain strategies and workplans
  - Lead on monitoring and evaluation
  - Identify and mitigate risks
  - Contribute to funder reports
  - Lead on data protection
  - Ensure compliance with regulators and best practice

## Other

- Keep colleagues informed on policy developments
- Act as a spokesperson for Rainbow Migration in the media and at events
- Work with the Fundraising Manager to apply for funding and report back to funders
- Work with the Communications Manager to write blogs and articles on asylum and immigration and provide quotes and statements to the press
- Write reports on relevant issues for trustees, donors and other stakeholders
- Comply with all Rainbow Migration policies
- Undertake other reasonable tasks as requested

## Reporting

The Policy and Public Affairs Manager will be line managed by the Executive Director.

# Policy and Public Affairs Manager

## Person specification

Experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience. We are happy to hear about relevant experience you have gained from another field and why you think it is transferable to this role.

### Necessary skills and experience

1. Track record of successfully influencing policymakers
2. Ability to write engaging policy and briefing papers or reports
3. Knowledge/understanding of tools and tactics that motivate, persuade or influence ministers, parliamentarians and civil servants
4. Ability to engage with civil servants, parliament or government ministers
5. Ability to develop and deliver a policy influencing strategies
6. Ability to work occasionally outside regular office hours with plenty of notice

### Advantageous skills and experience

1. Understanding of the asylum system
2. Understanding of parliamentary or legislative processes
3. Experience of scrutinising legislation
4. Understanding of monitoring and evaluating policy work
5. Experience of conducting research for use in influencing
6. Experience of working collaboratively on policy or influencing with other organisations
7. Experience of building and using evidence from service delivery for influencing work
8. Ability to speak confidently in public and/or give interviews to the media
9. Knowledge of different strategies for achieving change e.g. campaigning, litigation

### Essential core competencies expected of all Rainbow Migration staff

1. Committed to Rainbow Migration's mission, vision and values
2. Ability to communicate effectively in English (with reasonable adjustments for disabilities where needed)
3. Ability to work independently (with structured support from manager and colleagues) while understanding the importance of seeking guidance and support when required
4. Ability to organise, prioritise and deliver work in timely way
5. Ability to collaborate within a multidisciplinary team
6. Ability to work respectfully and inclusively with people from diverse backgrounds in line with Rainbow Migrations values and policies
7. Ability to reflect on your own strengths and support needs
8. Ability to learn from mistakes

Owing to the nature of the work, the successful applicant will be required at the point of conditional job offer to disclose all unspent criminal records and subsequently to undergo a basic DBS check. See our [website](#) for more information.