



The Traveller Movement

Public Affairs Policy and Manager

Job Description

OVERVIEW OF POST

The Public Affairs and Policy Manager will play a crucial role in helping to determine and shape TMs policy goals and how best to achieve them. Working closely and collaboratively with colleagues from across the organisation, and in close consultation with the TMs internal and external stakeholder groups and networks you will develop policy, research and campaigning projects to meet the organisations strategic objectives. You will be able to understand complex policy issues, recognise their relevance to the Traveller Movement and identify policy solutions. You will know how to generate and analyse data and bring issues to life by drawing out the lived experience of people from Romani (Gypsy), Roma and Irish Traveller communities. You will lead develop and sustain a small committed team of two policy and campaign officers to produce policy, research and campaigning activities. You will lead TMs Public relations and influencing work developing relationships with policy makers, partner organisations, parliamentarians and the media. You will ensure co-production and the voice and lived experiences ethnic Romani (Gypsy), Traveller and Roma is central to all our engagement and influencing work.

Key Responsibilities and duties:

Policy, research and campaigning:

- Working with TMs strategic plan, develop and update an overarching annual work programme, prioritising the policy, research and campaigning goals of the charity.
- Within the annual policy work plan develop and programme manage targeted and impactful policy research projects that provide an evidence base to support the development of policy recommendations to bring about change.
- Conduct and or commission qualitative and quantitative research utilising community contacts, government statistics and other data sources
- Produce clear, concise and authoritative policy materials based on evidence, including reports, policy positions, briefings and responses to Government consultations.
- Work with people with lived experience, professionals, decision makers and parliamentarians to build our reputation and develop and test credible policy messages.



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- Lead policy team and colleagues to develop and implement high profile campaigns on key issues affecting Romani (Gypsies) Travellers and Roma people.
- Support TMs wider team by providing/sharing robust evidence and policy data for possible legal challenges.

Public affairs, partnerships and networking

- Ensure a fully inclusive assets based community model of social change through co-production and peer research to ensure community voice is strengthened and developed in all aspects of delivery.
- Coordinate and/or delegate chairing of quarterly meetings of the community led TM Advisory Group and liaise/consult with TMs wider community networks.
- Strengthen and further develop and manage relationships with key policy stakeholders including politicians, civil servants and partner organisations.
- To represent TM at external meetings including departmental stakeholder groups and advisory groups effectively communicating our work, values and policy priorities.
- Keep abreast of political and policy activity and proactively identify and share opportunities with colleagues to influence key stakeholders to achieve our strategic objectives.
- Communicate TMs work externally to influence change, including developing relationships with media and policy contacts, briefing journalists, writing articles, blogs, press releases, quarterly newsletter articles, and using social media to get our message across to appropriate audiences.

Event management

- Take ownership of and lead the coordination of high profile parliamentary events such as parliamentary receptions and thought provoking policy seminars, round tables and conferences ensuring participation with key stakeholders, policy makers and influencers.
- Together with team support partner organisations to organise local campaigning events, and to take a full part in national events.
- Take lead responsibility for organising TM annual policy conference and assist and support other ad hoc TM events.



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Operational Management and team development

- Lead and manage a small team of policy/research/campaigns officers and on occasions the work of consultants, volunteers and interns. Ensuring work plans, clear targets and work is delivered to a high standard and on time.
- Ensuring the Policy& Campaigns team is appropriately and adequately resourced for the organisation's requirements and in line with the business plan.
- Working closely with the CEO produce timely monitoring reports for funders and commissioners.
- Working with the finance officer and CEO ensure budgets are allocated and managed
- Identify funding opportunities and draft funding applications in consultation with the team/ CEO to develop, expand and sustain TMs policy, research and campaigning team.
- Attend team meetings and update and support team members; work closely with TMs partnerships team.
- Ensure TM advisors and networks are kept up to date with policy developments and opportunities for influence through bulletins, briefings, articles, and speaking opportunities.
- Ensure monitoring and evaluation tools are in place to capture and manage data flow of outcomes and impact of the policy team.
- Perform other duties as necessary.



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Person Specification

Criteria	Essential	Desirable
A proven track record of success in a senior management/ leadership role and a keen interest and understanding of working with vulnerable groups.	X	
You are a visionary strategic thinker, able to make decisions and act on your own initiative, within a corporate governance framework	X	
Credible leadership of people with the ability to produce the best from staff, with a genuine commitment to their development		
Excellent communication and relationship-building skills; ability to make effective, strategic decisions and work with others to implement them		
Proven experience of analysing, developing and influencing policy at the national and local level and formulating policy recommendations	X	
Experience of running and managing research projects, using a variety of mixed –methods, confident in analysing complex datasets.	X	
Experience of campaigning work at a national level and/or local level, including experience of working directly with MPs or Peers and/or with local government and Councillors, and of using a range of campaigning methods	X	
Proven expertise in writing high quality, well-argued and engaging communications, including reports, briefings and blogs	X	
Well organised and a proven ability to manage multiple projects, scheduling work effectively across competing priorities and deadlines while maintaining a good attention to detail	X	
Experience of partnership collaboration and contract management	X	
Have a strong working knowledge of financial planning and experience of securing and delivering grant work	X	
Knowledge of Romani/Roma/Traveller communities and the issues confronting them		X
Experience of engaging marginalised communities and small third sector organisations who represent them to be involved in influencing and	X	



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Criteria	Essential	Desirable
campaigning		
Understanding and management of operational and governance responsibilities.	X	