

Research and Campaigns Officer
£35,448 per annum
35 hours per week
Hybrid with primary office located in London



OUR VISION

As the largest women's organisation in the UK, we aim to offer women the best opportunity to make an impact in their communities and to make change on the issues that matter to them. We have a long track record of successfully campaigning for change at local, national and international level on everything from violence against women to climate change and microplastic pollution. We also offer women the chance to come together, to learn new skills and build social connections wherever they live.

The NFWI (National Federation of Women's Institutes) strategic vision sets out an ambitious plan to drive our organisation forward for the future by growing our membership, reaching more women and making a positive impact in communities across the UK. The vision statements are as follows:

We aim to be an organisation of choice for all women, building on our past successes and the strength of our current membership and influence to ensure a sustainable and strong future for the WI.

Vision statement 1: Bold and Inspiring

We will be a bold voice representing all women and the communities in which they live.

Vision statement 2: Growing and Relevant

We will work together to continually promote the achievements of our organisation, reach more women and grow our membership.

Vision statement 3: Inclusive

Our membership will reflect our local communities and we will represent women from all backgrounds through the work we do.

Vision statement 4: Flexible

We will remove any practical barriers to women supporting us by offering flexible ways they can engage with what we do.

OUR VALUES

The WI is based on the ideals of fellowship, truth, tolerance and justice. With our original roots in rural and agricultural communities, we now embrace the interests of

women in both rural and urban communities. All women who are interested in the values and purposes of the WI may join.

OUR PURPOSE

The main purposes of the WI are:

- to advance the education of women and girls for the public benefit in all areas including (without limitation):
 - local, national and international issues of political and social importance;
 - music, drama and other cultural subjects; and
 - all branches of agriculture, crafts, home economics, science, health and social welfare;
- to promote sustainable development for the public benefit by:
 - educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and
 - promoting sustainable means of achieving economic growth and regeneration;
- to advance health for the public benefit; and
- to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The WI seeks to give women the opportunity of working together through the WI in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the WI stands.

INFORMATION ABOUT THE NFWI

The WI was originally formed in 1915 with two clear aims: to revitalise rural communities and to encourage women to become more involved in producing food during the First World War. Since then our aims have broadened a little and we are now the largest women's organisation in the UK. We currently have over 180,000 members in 5,500 WIs.

Membership is open to all women who have reached the Age of Majority and meetings are held in workplaces, village halls and pubs in towns, cities and villages.

We also offer the option to join our movement without becoming a member, by giving a donation to become a WI Supporter or WI Supporter Plus. Our Supporter options are an opportunity to support our causes and campaigns, and be kept in the loop about all things WI.

THE STRUCTURE AND FRAMEWORK OF THE NFWI

Structure

Each WI is self-governing within the framework of the WI constitution and rules, and belongs to one of 69 federations – each with a regional office. The WIs and federations make up the National Federation. Each level of the organisation is run by

a committee of elected members. The NFWI Board of Trustees is democratically elected every two years by WI members. The national head office is in London, but there are also offices in Cardiff and Oxfordshire.

Campaigns

Members democratically decide all campaigning issues through a process that is unique for a modern campaigning organisation. Every year members submit resolutions to a selection process where the most popular suggestions are put to the vote at the Annual Meeting. If members support these resolutions, they become mandates and form the basis of campaigning activities in the years ahead.

The NFWI has been campaigning since 1918 on issues that include domestic violence (1975), equal pay (1943), AIDS (1986), breast cancer screening (1975), oil pollution (1927), renewable energy (1977) and family planning (1972). Most recently we have passed resolutions on autism and ADHD in women and girls, and awareness of the symptoms of ovarian cancer.

The NFWI is a founding member of Keep Britain Tidy, the Fairtrade Foundation and The Climate Coalition.

Denman

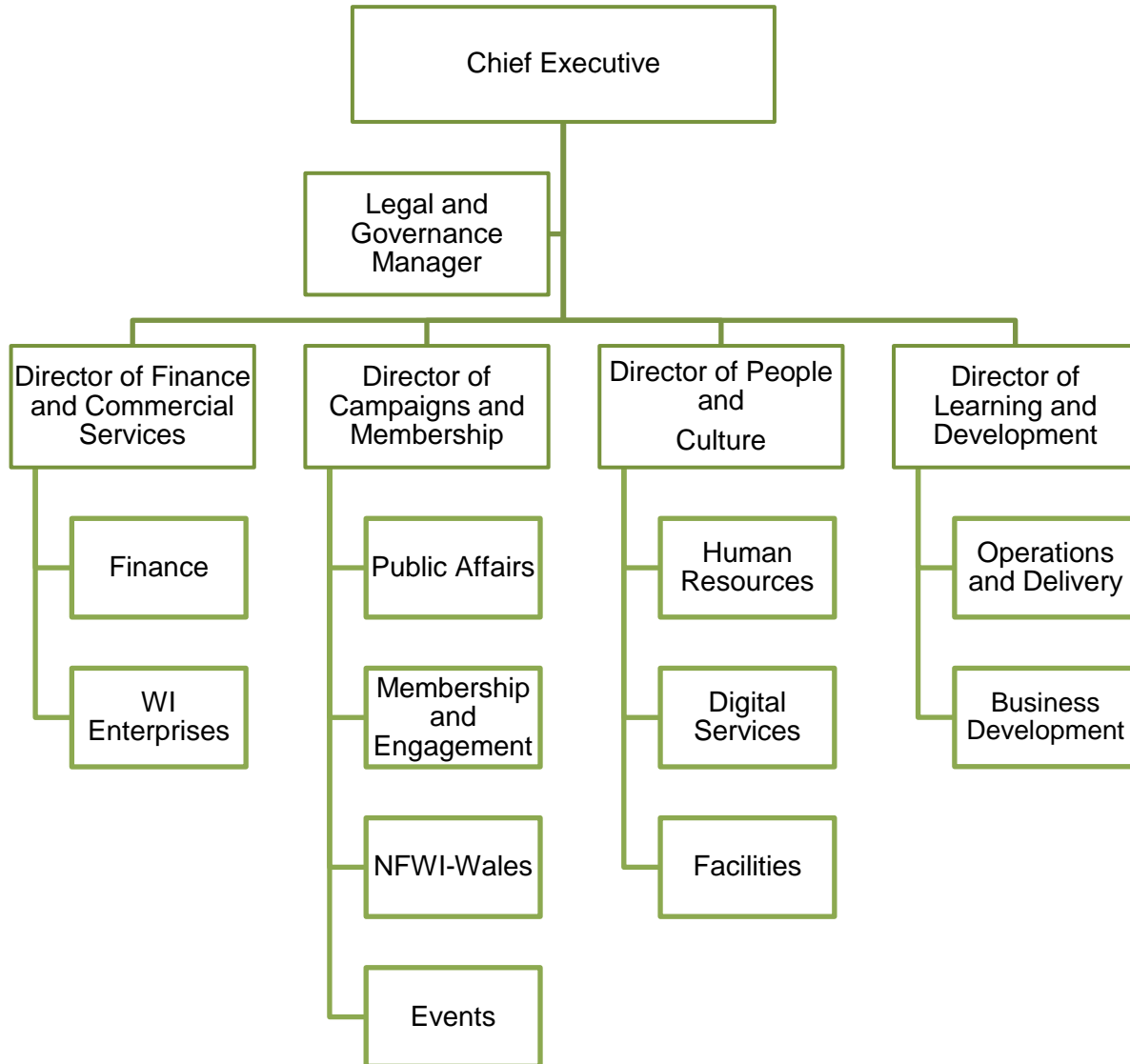
As an educational charity, learning is at the heart of the WI. The provision of education through the Denman Trust enabled the launch of the WI Learning Hub in January 2024, an online learning platform which offers free, nationally available courses within an accessible and inclusive environment to everyone. The WI Learning hub is an open and welcoming space for all (although WI Members have the added benefit of accessing the majority of courses for free), with the freedom and control to learn anywhere.

Funding and WI Enterprises Ltd

WI Enterprises Ltd (WIE) is the trading company of the NFWI. It exists to raise revenue for the NFWI. The majority of NFWI income is from annual subscriptions. Other sources of revenue include grant-making bodies, educational trusts, commercial sponsors and investments.

NFWI staffing structure

The NFWI has approximately 40 staff across three sites, in London, Wales and Oxfordshire.



Public Affairs

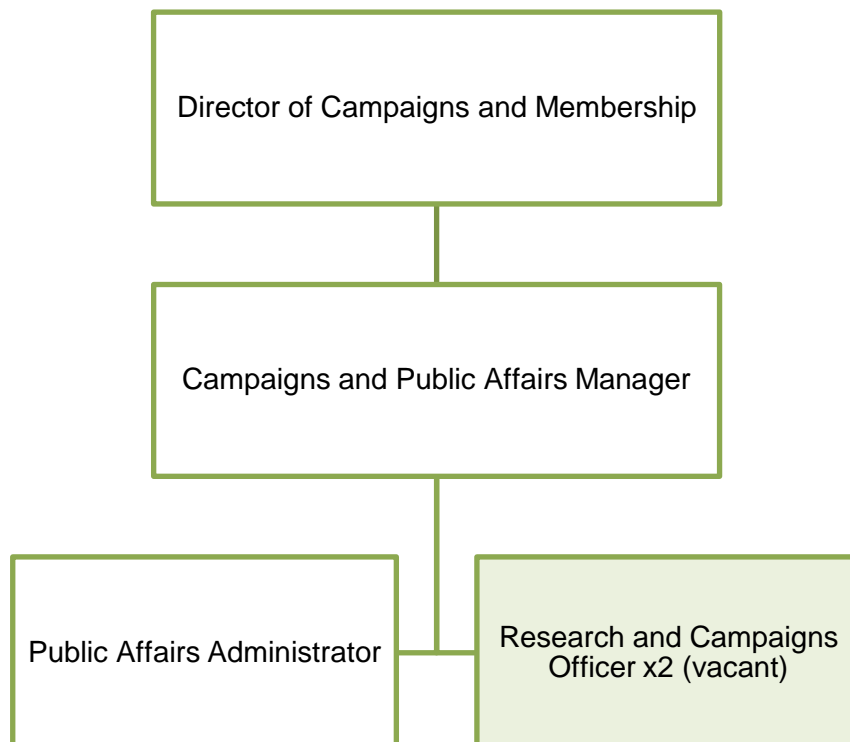
The Public Affairs Department sits within the Campaigns and Membership directorate, which encompasses four member-facing departments who are each responsible for ensuring the design, planning, and delivery of member services and initiatives. Public Affairs is responsible for delivering the NFWI's campaigning, influencing, policy and research work, in conjunction with the Public Affairs Committee. The WI is a democratic, member led organisation and the Department

aims to empower WI members to turn their concerns into campaigns, and thus bring influence to bear on decision-makers and opinion-formers about local, national and international issues.

Members play a central role in policy and campaign development. All campaigns stem directly from issues which are put forward by members as resolutions at the Annual Meeting each year. The Public Affairs Department guides the resolutions process providing research, advice and policy briefings, before transforming the resolutions into local and national campaigns.

The WI has a long history of campaigning and an ambitious agenda with policy interests and campaigns across a wide-range of issues, from the experiences of autistic and ADHD women and girls, to modern slavery, climate change and microplastic pollution. Our award-winning campaigns have made a real difference in changing policy and practice; from supporting the UK to become the first country to pass into law its pledge to achieve net zero carbon emissions, to gaining government support to tackle microplastic pollution and securing all party commitment and funding for alternatives to custody for offenders with mental health problems.

Department Structure



JOB DESCRIPTION

- Job Title:** Research and Campaigns Officer
- Department:** Public Affairs
- Location:** Hybrid working with primary location in London- 104 New Kings Road, London, SW6 4LY
- Organisation:** National Federation of Women's Institutes (NFWI)
- Reports to:** Campaigns and Public Affairs Manager
- Responsible for:** N/A

Main Functions

- Support NFWI's work in all fields of public affairs, research and policy, campaigning, lobbying, communications and project work.

Principal Responsibilities

Research and Policy

- Provide a high quality research and information function.
- Respond to relevant consultation papers from the Government and other organisations in line with NFWI policy.
- Monitor relevant policies and issues of interest to NFWI.
- Research potential resolutions, prepare supporting materials and produce follow-up action materials for mandated resolutions.
- Monitor parliamentary affairs.
- Monitor media coverage.
- Monitor the work of other organisations.

Campaigning and Lobbying

- Actively contribute to the development and implementation of NFWI's campaigning strategy.
- Develop, monitor and evaluate campaign plans, identifying lobbying and media priorities.

- Devise appropriate lobbying and campaigning actions for members and supporters.
- Support members and supporters at all levels within the organisation in campaigning and lobbying.
- Where appropriate, represent NFWI at meetings, conferences and on working groups (liaising with civil servants, government departments and external organisations).
- Help organise and promote internal and external events, conferences and courses.
- Identify and propose external advisers, campaign partners and joint projects.

Projects

- Develop, implement, monitor and evaluate projects, identifying key project timings and media priorities.
- Work with the Fundraising Executive to seek external funding for projects.
- Where appropriate, prepare and monitor budget plans in line with project funding.

Planning, Monitoring and Evaluation

- Participate in the development, implementation and monitoring of work plans and strategies.
- Help prepare, monitor and administer the Public Affairs Committee budget in consultation with the Campaigns and Public Affairs Manager and the Committee Chair.
- Where appropriate, administer budget lines for the relevant projects.

Supporting the Public Affairs Committee

- Brief the Committee Chair and other members as appropriate.
- Prepare agendas and relevant papers before meetings, take and circulate minutes, and arrange follow-up work after meetings.
- Coordinate and support relevant Public Affairs ad hoc Working Groups.

Communications

- Write and distribute briefing and promotional material to Committee members, NFWI trustees, representatives from external organisations, the wider WI movement, and other external organisations including the Government.
- Prepare speeches and briefings to represent the work of the NFWI.
- Work with the Digital Services team to develop, monitor and update NFWI websites.
- Prepare copy for internal and external publications, websites and social media.
- Contribute to the Public Affairs sections of the membership magazine, *WI Life*.
- Liaise with external organisations and other partners regarding joint projects.
- Answer queries and provide relevant information for members, external organisations, the media and the general public.

- Assist the Public Relations department with the development of media strategies and in the production of press releases, as well as with media work at NFWI events.
- Brief Public Affairs Committee members and other WI members in giving interviews or making statements to the media.
- Build and maintain databases of Public Affairs representatives and other active members/representatives as appropriate.
- Liaise with other staff and Committee members on matters of relevance to public affairs.
- Contribute to consultations concerning the suitability of sponsors and commercial partners in view of mandates and policies.

Teamwork

- Assist with the development and implementation of Public Affairs campaigns, projects and events by working collaboratively with all members of the Public Affairs team.
- Co-operate with other NFWI committees, departments and the Wales office and advise on possible conflicts of interest and opportunities for inter-committee working.

Promote cultural diversity, equal opportunities and environmental responsibility

- Uphold a commitment to equality, diversity and inclusion, ensuring that we reflect these values both internally and towards external organisations
- Promote environmental responsibility at work and towards external organisations.

This is a summary of the main activities of the role and this post requires flexibility to undertake other duties not specified in this job description but compatible with the role or the department.

We pride ourselves on being one big team and expect all NFWI roles to provide occasional support in other areas of the business where skills are compatible.

PERSON SPECIFICATION

Qualities	Essential	Desirable
Experience/ Interest	<ul style="list-style-type: none"> • Research: <ul style="list-style-type: none"> ○ experience of desk and primary research, including the ability to collate large amounts of data, pull out information relevant to campaign top lines and link to reliable sources. • Campaigning: <ul style="list-style-type: none"> ○ experience of identifying salient campaign issues and taking a campaign from start to finish (planning, implementing, monitoring and evaluating). • Written communication: <ul style="list-style-type: none"> ○ experience of producing reports, briefings, notes on policy issues, responses to consultations, speeches, articles for internal publications and letters to a range of recipients. • Political lobbying: <ul style="list-style-type: none"> ○ experience of working with and providing briefings for politicians across the political spectrum to raise the profile of issues and build cross-party coalitions. ○ experience of developing influencing strategies in a political context. • Working with volunteers: <ul style="list-style-type: none"> ○ experience of working with volunteers and supporting them to get involved in campaigns or similar initiatives. 	<ul style="list-style-type: none"> • Experience of project planning and implementation of grass roots projects, events and conferences. • Experience of administering and monitoring limited campaign budgets. • Experience of dealing with both local and national media, incorporating media opportunities into campaign plans, and writing articles for national publication. • Experience of working with a volunteer management committee. • Experience of working with coalition groups. • Experience of implementing and managing digital campaigns.

	<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> ○ Experience preparing agendas and minutes of meetings, writing letters and memorandums. • An interest in working for the WI. 	
Education and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent. 	
Knowledge	<ul style="list-style-type: none"> • Strong knowledge of current affairs and issues across the policy spectrum. • A good understanding of the workings of government and parliament and points of influence. • An understanding of the voluntary sector, and the process of forming and maintaining partnerships within it. • Knowledge of Office 365, including Word, Outlook, Excel and Access. 	<ul style="list-style-type: none"> • Knowledge of key issues in one or more of the following policy areas: <ul style="list-style-type: none"> ○ Health ○ Social justice ○ Environmental sustainability • An understanding of the WI.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills- both written and verbal. • The ability to convey complex information in an accessible and easily comprehensible way. • Confident working and communicating with people at all levels, including volunteers, with professionalism, tact and integrity. • The ability to develop and maintain relationships with external organisations and a range of key stakeholders. • A diplomatic approach with the ability to bring together potentially differing viewpoints into one common goal. 	

	<ul style="list-style-type: none"> • Strong initiative with the ability to find effective solutions to resolve problems. • Excellent time management and organisational skills, with a high level of attention to detail, as well as the ability to prioritise a varied and complex workload. • Ability to bring fresh and distinct angles to campaigns, including ways to engage members in campaigns activities. 	
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Circumstances of the job

- The salary is £35,448 per annum, which is NJC point 22 in the range 22-25, inclusive of London Weighting.
- The NFWI operate a hybrid working arrangement which includes:
 - Staff are required to work a minimum of 1 day in their primary office each week (agreed with the manager) but with ability to work up to 3 days a week in the office.
 - Attendance at meetings, events and conferences to enhance performance or that fall within this role, are in addition to this.
 - Managers can request you attend the office more often where there is a business need.
 - Core hours are in effect, from 10am to 4pm, which means your hours must include this time but with flexibility to work between 8am and 6pm, both at home and in the office.
 - There is a Hybrid Policy to support the arrangement, which is non-contractual and subject to change.
 - We are also open to other forms of formal flexible working requests, which staff can make from the outset of their employment.
- Some attendance at meetings or conferences may occasionally require overnight stays unless they are digital.
- Evidence of right to work in the UK will be required before appointment.
- The selection process starts with a written application to explain your suitability for the role based on the job description and person specification, and any ideas you have to enhance your application. The interview process will be in person, but please contact us if this is difficult for you.

Thank you for your interest in working for the National Federation of Women's Institutes

SELECTION PROCESS

How to apply

To apply for this role, **please submit a covering letter and your current CV**. In your letter you will need to explain why you are interested in the role and how your skills and experience make you a suitable candidate based on the job description and person specification.

Please note that incomplete applications will not be considered. If there is a reason you are unable to send a covering letter, please contact us the [HR team](#) as we will be happy to help.

Your completed application should be returned via email to the [HR team](#) by **19 August 2024**.

Applications after the closing date will not be considered.

Unfortunately we are unable to provide feedback on applications if not shortlisted for interview, therefore if you have not heard from us by **5 September 2024**, please assume that your application has been unsuccessful.

For further information on the NFWI refer to our website www.theWI.org.uk

Shortlisting of candidates

All applications will be measured against the person specification and job description as presented above.

Interview process

Applicants that demonstrate their skills, experience and knowledge to a sufficient standard in their application will be invited to interview.

Interviews will be held in-person at our London office between **28-29 August 2024**.

FURTHER APPLICATION INFORMATION

Qualifications

Candidates should be prepared to produce evidence of educational and professional qualifications claimed on their application form if required.

Salary

The NFWI sets salaries in accordance with the National Joint Council (NJC). NJC negotiates a salary award each year payable from 1 October. All offers of employment will be made at the starting point on the scale.

The salary for this post is £35,448 per annum, inclusive of London Weighting. This is NJC point 22 in the range 22-25. Salary is paid monthly in arrears on the 25th of each month for the whole calendar month.

References

All offers of employment are subject to satisfactory references.

Right to work in the UK

All offers of employment are conditional upon evidence of your right to work in the UK. You will be asked to present this before appointment.

Probation period

All staff will undertake a six month probationary period which can be extended up to 12 months.

WORKING FOR THE NFWI

Diversity and Equal Opportunities

We believe that the principles of equality, diversity and inclusion are central to our work as an effective employer. They are inherent in our values. We pride ourselves on building positive relationships, we strive to ensure that anyone who engages with us finds it easy to do so, and feel they are supported and treated fairly, with dignity and respect.

The NFWI recognises that groups in society experience discrimination as a result of a protected characteristic. We oppose such discrimination. When recruiting, the NFWI does not discriminate against any applicants. All vacancies will be filled by successful applicants assessed on their ability to do the job. We guarantee an interview to any candidate with a disability who meets the essential criteria for the post.

Employee Benefits

Benefits we currently offer include:

- Hybrid working with a minimum of one day a week in the office
- A fully auto-enrolled contributory Personal Pension scheme with maximum employer contributions set at 8%
- A holiday entitlement of 196 hours (28 days) per annum rising to 210 hours (30 days) after 5 years' service. Bank holidays are in addition to this
- Benenden Health scheme (non-contributory)
- Company enhanced maternity and paternity pay subject to qualification
- Family leave policies including parental leave, flexible working, compassionate leave and dependant's leave
- Commitment to training and development

OUR LOCATION

Address: 104 New Kings Road, London, SW6 4LY
Tel: 020 7371 9300 (switchboard)

Nearest tube station: Parsons Green or Putney Bridge (District line)
Nearest train station: Putney

THANK YOU FOR CONSIDERING THE NFWI