

Job Description



Job title:	Senior Campaigns and Public Affairs Officer
Department:	Policy and External Affairs
Reporting to:	Campaigns Manager
Salary:	£42,579 per annum
Hours:	35 per week
Location:	London office
Contract type:	Permanent

Aim and influence

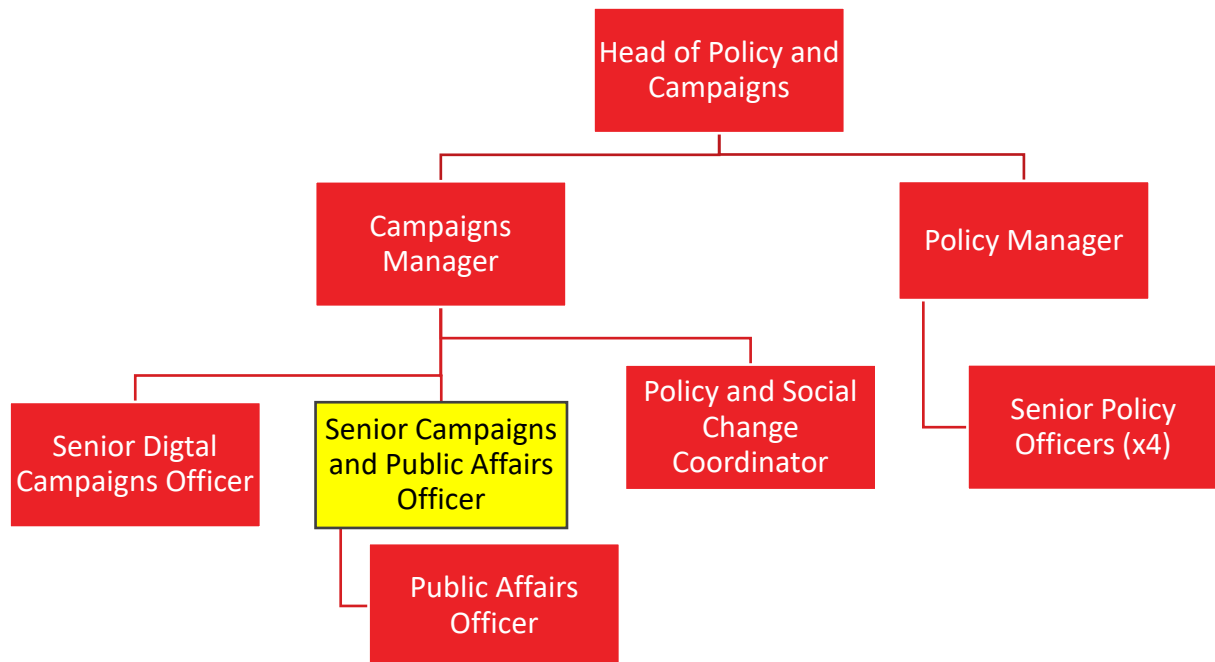
- Shape and implement political influencing strategies for our national campaigns
- Develop and implement public affairs tactics and parliamentary campaign actions that successfully engage politicians in our campaigning goals
- Collaborate with colleagues across the organisation to identify proactive opportunities for national and local influencing, including through working with Crisis Skylight centres to ensure people with lived experience are at the heart of Crisis' campaigning and influencing priorities and strategies

Other key details

- Some evening and weekend work (including over the Christmas holiday period and spending occasional overnight stays) will be required and time off in lieu will be given



Organisational chart



Job responsibilities

- Shaping and delivering Crisis' political influencing strategies for campaigns
- Managing our political stakeholder engagement activity, ensuring we successfully inspire Parliamentarians to get involved in our campaigning work
- Overseeing the development, implementation and maintenance of our parliamentary monitoring and stakeholder management, supported by relevant public affairs and campaign documentation, website content, maintaining records of meeting outcomes and other associated project management tools
- Working with the Campaigns Manager and the policy team to carry out tasks related to political influencing for our campaigns, including through building relationship with politicians and proactively identifying opportunities to increase our reach and engagement for our influencing and campaigns priorities
- Work closely with Crisis Scotland and Crisis Wales to supports campaigns and public affairs work across all three nations as needed
- Collaborate with colleagues across the impact, research, practice team, media team, venture studio team, volunteering, and Crisis at Christmas to scope our proactive opportunities for engaging with local and national politicians and decision-makers that will further Crisis' campaigns and influencing priorities
- Actively network across the housing, homelessness and related sectors to identify and support opportunities for joint campaigning and influencing work that can achieve shared objectives
- Ensure people with lived experience are at the heart of Crisis' campaigning and influencing priorities and strategies, working with Crisis Skylight centres
- Successfully design and deliver proactive campaigns related events, receptions and seminars in Parliament and elsewhere to further Crisis' influencing and campaigns objectives. This includes venue booking, online meeting management and issuing meeting papers.

Senior Public Affairs and Campaigns Officer, London, April 2024 – Job Pack

- Plan and deliver Crisis' programme of Party Conference events and activity, ensuring this furthers our influencing and campaigns priorities
- Line management of the Public Affairs Officer including by providing strategic support for the overall direction and delivery of events and activity for the APPG for Ending Homelessness, for which the Public Affairs Officer is responsible.

General responsibilities

- To develop and maintain an understanding of the charity's work and the needs and circumstances of people experiencing homelessness.
- Actively encourage and support lived experience involvement through Crisis' campaigns and political engagement activity
- To comply with Crisis policies and procedures, including Health and Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act.
- To carry out any other duties that may reasonably be required in the light of the main purpose of the job.

Person Specification

Essential

1. Excellent knowledge of parliamentary influencing and political processes, ideally with experience of working in Westminster, in order to design robust political influencing strategies
2. A demonstrable excellent track record of securing policy change through politically focused campaigning
3. Experience of managing close working relationships with influential political stakeholders, politicians and decision-makers that result in securing campaign or lobbying successes
4. Strong communication skills including the ability to write influencing materials clearly (e.g. briefings, blogs, campaign content) and the ability to present material to diverse audiences
5. Ability to work cross-organisationally with people from different teams to achieve objectives
6. Ability to represent Crisis in external meetings and on public platforms
7. Knowledge and experience of social policy and working on the issue of housing, homelessness or a related social policy area
8. Commitment to equality, diversity and inclusion

Desirable

1. Experience of mobilising mass support from the public and people directly affected by an issue to achieve political success
2. Experience of line management, and supporting and developing an individual in their role

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

Does Crisis use Artificial Intelligence (AI) technology for shortlisting?

Crisis does not use AI technology for shortlisting applications or throughout our recruitment process.

Can I use Artificial Intelligence (AI) technology for my application?

We strongly discourage applicants from using AI technology at any stage of the recruitment process. This is so we can run a fair, transparent process which gives all applicants an equitable chance of success. We want to hear about your own experience and perspectives in your application and if shortlisted, during the interview too.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the [Crisis Values](#) that you can find on our website.

Please note! If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team jobs@crisis.org.uk for support.