



## Project 17

St Joseph's Hospice  
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Charity no: 1152621

## Project 17 Job description and person specification

<u>Title of Post:</u>	Policy Coordinator
<u>Location:</u>	Working from Project 17, St Joseph's Hospice, E8 4SA with occasional travel. Working from home during the pandemic and potential for future home working.
<u>Responsible to:</u>	Director
<u>Responsible for:</u>	Overall delivery of Project 17's policy and advocacy work and other activities required to further the aims of Project 17
<u>Salary:</u>	£35,484 pro rata
<u>Annual Leave:</u>	25 days + bank holidays pro rata
<u>Hours:</u>	4 days per week

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## Description

To lead and develop the organisation's policy and strategic work to end destitution among migrant children by working with and for families with no recourse to public funds. To research the provision of support to families with NRPF from local authorities, and advocate for the improved implementation of support by identifying systemic problems; promoting best practice and supporting strategic challenges. To advocate for change around wider issues affecting families with NRPF on a local and national level.

## Main Tasks

### A. Policy and advocacy

1. Develop and support an informal network of organisations working on issues around 'no recourse to public funds'
2. Together with the Advice Supervisor, 'map' the implementation of support by analysing data from Project 17's Advice Service and developing public policy positions on issues relevant to Project 17's work

3. Support strategic litigation on issues relevant to Project 17's work and conduct pre-litigation research where appropriate
4. Supervise the acquisition and analysis of local authorities' policies and procedures relating to support for NRPF families
5. Develop the active inclusion of people with lived experience of no recourse to public funds in Project 17's policy work and other calls for change by recognising their role as key stakeholders and facilitating meaningful engagement
6. To conduct research to build the evidence base relating to the implementation of support for families with no recourse to public funds.
7. Develop relationships with parliamentarians, civil servants and other non-governmental organisations and support the effective functioning of the All Party Parliamentary Group on NRPF
8. Support Project 17's communications work, including engaging with traditional and social media
9. Represent Project 17 in meetings, policy forums, conferences and in media work, as appropriate
10. Respond to government consultations, bills and proposals as required
11. Write reports and briefing papers to influence a range of stakeholders on issues affecting migrants with NRPF
12. Keep up to date with legislative and other changes affecting migrants with NRPF

## **B. Management**

1. Together with the Director, fundraise and develop relationships with funders to sustain and develop Project 17's policy work, ensuring targets are met
2. Monitor and report on the project budget
3. Provide formal and informal supervision to other members of the policy team (as and when the team grows)
4. Disseminate knowledge and foster expertise within the organisation, both formally and informally
5. Develop, improve, and support communication and knowledge exchange with the frontline service

## **C. General Duties**

1. To attend relevant training and development courses
2. Ensure all policies, procedures and working practices maintain in line with quality standards
3. To be administratively self-serving
4. To undertake any other related duties as required, consistent with the development of the post and the organisation
5. To undertake occasional evening and weekend work

## Person specification

Experience	Essential/Desirable
Detailed knowledge and understanding of issues affecting families with no recourse to public funds, and the relevant law and policy	E
Frontline work in one or more of the following areas: welfare benefits/immigration/housing/asylum support/s.17	D
Experience of working with people who have experienced trauma	E
Experience of advocating for policy change on issues affecting migrants' rights	E
Experience of engaging with different stakeholders, including politicians, decision-makers and voluntary sector staff	E
Experience of supporting strategic litigation	E
Experience of analysing and responding critically to complex information	E
Experience of writing strategic reports	E
Experience of supporting and supervising people	D
Skills and abilities	
Excellent communication skills, both written and oral	E
Excellent analytical skills	E
Strong research skills with the ability to negotiate complex information in a clear manner	E

The ability to work independently	E
Ability to think strategically and develop good practice	E
The ability to work as part of a team	E
<b>Values</b>	
A commitment to the values and ethos of Project 17	E
A commitment to diversity and inclusion	E