

Project 17 Job description and person specification

<u>Title of Post:</u>	Advocacy and Communications Officer
<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 partial home working in the future.
<u>Line manager:</u>	Policy Coordinator
<u>Responsible for:</u>	Supporting people with personal experience of destitution caused by NRPF to create change. Supporting Project 17's wider advocacy and communications work.
<u>Salary:</u>	£30,229 pro rata
<u>Annual Leave:</u>	25 days + bank holidays pro rata
<u>Hours:</u>	28 hours per week

Description

To help develop and deliver Project 17's policy and strategic work to end destitution among migrant children by working with and for families with no recourse to public funds. To develop and support a group of people with personal experience of NRPF to deliver their policy priorities, in partnership with Praxis. To lead on Project 17's communications work.

Main Tasks

A. Group work

Together with colleagues at Praxis, work to develop and support an action group made up of people with personal experience of destitution stemming from NRPF. This will include:

1. Assisting with recruitment and induction of group members
2. Facilitating sessions, together with partners from Praxis
3. Coordinating training and opportunities for learning and development for group members
4. Monitoring and evaluating the work of the group, together with partner organisations, external evaluators and group members

5. Working with group members to identify campaigning and policy priorities
6. Identifying platforms and opportunities on behalf of the group
7. Supporting the group to deliver their chosen priorities
8. Ensuring clear communication between Project 17 and Praxis

B. Communications work

1. Develop and implement Project 17's communications strategy, with support from the Policy Coordinator and the Director
2. Lead on Project 17's engagement with social and traditional media
3. Represent Project 17 in meetings, forums, conferences and in media work, as appropriate

C. General Duties

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

Person specification

Experience	Essential/Desirable
Knowledge and understanding of issues affecting families with no recourse to public funds, and the relevant law and policy	E
Personal (lived) experience of no recourse to public funds	D

Experience of working with people who have lived through trauma	D
Experience of advocating for policy change on issues affecting migrants' rights	D
Experience of engaging with different stakeholders, including politicians, decision-makers and voluntary sector staff	D
Experience of working with and supporting groups	E
Experience of working with social and traditional media	E
Skills and abilities	
Excellent communication skills, including listening and communicating with a wide range of people	E
Strong IT skills	E
Ability to think strategically and develop good practice	E
The ability to work as part of a team	E
Values	
A commitment to the values and ethos of Project 17	E

A commitment to diversity and inclusion

E