



<b>Job Title:</b>	<b>Policy and Public Affairs Manager</b>
<b>Reports to:</b>	<b>Head of Fundraising and Communications</b>
<b>Responsible for:</b>	<b>Campaigns Coordinator, Media and Stories Officer, volunteers</b>
<b>Location:</b>	<b>London (E2) and remote working</b>
<b>Hours:</b>	<b>35 hours (full time), flexible hours, occasional evening and weekend work</b>
<b>Grade:</b>	<b>E (NJC 31-34); £38,439 – £41,601 (inclusive of London Weighting)</b>

### **Overall purpose of the role**

Praxis has launched a new five-year strategy which outlines our commitment to create long-term change for those we support by achieving changes to national policy and practice. To power this change, Praxis is investing in our campaigning work, drawing on our experience and evidence base and working in partnership to inform policy, influencing and strategic litigation.

This role is a critical new post within this strategy. Working with the CEO and as a key point of contact for Praxis' public facing work, you will drive forward the delivery of our policy, public affairs, media and campaign work to achieve long term, positive changes in policy and practice for migrants navigating the UK's immigration system. Ensuring that people with lived experience inform this work and are supported to speak out on the issues that affect them will be integral to your role.

### **Key responsibilities:**

- Develop, lead, and implement a policy, campaigning and public relations strategy – with impactful policy positions and messaging to ensure delivery of the organisation's strategic objectives.
- Identify opportunities and networks for influencing policy makers, parliamentarians, and other audiences, identifying key decision makers.
- Support and brief the Chief Executive in relation to policy positions and responses and identify influencing opportunities.
- Support the organisation's wider engagement strategy providing material to the fundraising and digital communications teams and others.

- Lead on the creation of briefings, committee responses and parliamentary questions, seeking out all opportunities to influence, and to strengthen the voices of people with lived experience.
- Work in collaboration with colleagues to identify opportunities to raise the profile of the charity and provide platforms for people with lived experience, at parliamentary and stakeholder events, party conferences and other meetings.
- Assemble, interpret and analyse evidence from Praxis frontline services, including data and storytelling to underpin our policy, campaign and communications work.
- Build Praxis' profile in campaigning, policy, and advocacy work in the sector.

### **Policy and campaigns work**

- Maintain an in-depth, up-to-date knowledge of key issues and policies relevant to the work of Praxis, keeping colleagues abreast of changes and ensuring the charity responds quickly and effectively to new issues and opportunities.
- Carry out or commission research and data analysis from Praxis' frontline services and external sources to develop evidence-based policy positions, reports and content.
- Take responsibility for drafting and development of policy materials including briefings, documents, letters, reports, speeches, and key messages (including materials to support campaigns) and ensure consistency of communications in organisational policy and public affairs messaging.
- Work with colleagues across the organisation to ensure that the experience, views and voices of people affected by the immigration system or migration are integral to the charity's campaign and communications work.
- Support colleagues to identify and facilitate opportunities for people with lived experience of the immigration system to speak out on issues that affect them
- Develop strong relationships with key stakeholders, including charities, researchers, campaign groups, policymakers, and service users to support Praxis campaigning and influencing, working in coalition where appropriate.
- Monitor the publication of policy consultations and co-ordinate Praxis' response.
- Oversee and develop Praxis campaigning capacity and ensuring thematic campaigns based on clear policy positions.
- Support the Campaigns Coordinator and work with the Advocacy Manager to develop and implement impactful campaigning and influencing strategies to support our policy calls.
- Ensure all campaigning takes place within the guidelines and legal framework set for registered charities and companies.

### **Public Affairs and media**

- Act as an ambassador for the charity, influencing and feeding in insight to/gathering insight from external working groups, committees, and events.
- Create compelling messages and press releases and facilitate appropriate opportunities for the Chief Executive, people with lived experience of the

immigration system and others to speak to the media to provide expert commentary, promote our profile and influence.

- Oversee the development of Praxis' media strategy, supporting the Stories and Media Coordinator to ensure we have opportunities to influence, share messages and stories, and act as media spokesperson, where appropriate.
- Set up and run a schedule of thought leadership events in areas of Praxis' expertise.
- Attend, and support the Chief Executive and other senior stakeholders to identify and attend relevant conferences, debates and meetings, ensuring that Praxis is represented at events that could influence decision making.
- Work closely with the Digital Communication Manager to support digital content to that engages and informs our audience and is aligned with Praxis key messaging.
- Ensure that appropriate safeguarding and GDPR measures are in place and adhered to best support people with lived experience involved in public facing work.

### **Management and team responsibilities**

- Work closely with the Head of Fundraising and Communications to ensure that the work of the team supports, and is integrated across, the organisation.
- Ensure policy, media and campaigns work is effectively evaluated, reported and communicated internally and externally.
- Contribute to the overall management and development of the Fundraising, Campaigns and Communication team supporting strategy development, planning, budgeting, and delivery against objectives.
- Ensure that direct line reports and volunteers are given the support, training and direction they need to develop and are supported to achieve.
- Provide written reports and contribute to internal meetings as required.
- Comply with all Praxis policies and procedures and work within the values of the organisation.
- Undertake other responsibilities as may reasonably be required.

### **Person specification:**

#### **1. Qualifications and Experience**

Essential:

You will have demonstrable experience of the following:

- A minimum of three years' working in a senior campaigning or policy role, delivering significant change.

- Research and data analysis to support policy development, including management of research projects.
- Developing evidence-based recommendations and policy positions.
- Working in partnerships, building strong external relationships and personally influencing key opinion-formers and decision-makers.
- Experience and understanding of different campaign and communication tools and tactics, knowing which are the most effective to use at any one time, depending on the audience and objectives.
- Experience of managing projects across teams and effectively leading their implementation.
- Experience of staff management, including setting objectives and ensuring they are met, and supporting the development of team members.

Desirable:

- Media training and/or experience working with the media
- Working in or with the migration sector

## **2. Knowledge, skills and abilities**

Essential:

- An excellent understanding of the current UK policy landscape.
- Knowledge of key policy areas relevant to the charity, including understanding of the barriers faced by people navigating the UK immigration system.
- Knowledge and understanding of UK parliamentary process and legislative systems.
- Understanding of global migration matters.
- Excellent interpersonal skills, including confidence working with senior colleagues and external stakeholders and ability to deal sensitively with people with lived experience of the immigration system and the public.
- Excellent communication skills, including strong public speaking skills, high level written skills and the ability to translate complex information into accessible language.
- Ability to contribute strategically to planning, budgeting and impact reporting processes with strong analytical, judgement and decision-making skills.
- Ability to assimilate new issues and areas quickly and make connections between different areas of policy and practice, to initiate and frame new agendas.
- Ability to work on own initiative and as part of a team.
- Ability to organise work effectively, setting objectives and prioritising workload in a busy environment.
- Commitment to learning and ability to reflect critically on own performance and respond to feedback.
- Alignment with the values of Praxis and commitment to the work and ethos of the organisation.
- Commitment to equality, diversity and inclusion.

We are an equal opportunity employer and strongly encourage applications from those with lived experience of migration, and from diverse applicants regardless of age, disability, gender reassignment, marital/civil partnership status, race, religion or belief, sex, sexual orientation, or pregnancy/maternity leave status.