



The Traveller Movement

JOB DESCRIPTION POLICY MANAGER

Job title:	Policy and Campaigns Manager
Salary:	£32.000 - £35.00 pro rata (dependent on experience)
Contract:	1 year fixed term (with possibility of extension)
Responsible to:	CEO
Responsible for:	Managing and developing the work of a small team of part time workers including Volunteers, Interns and Consultants on occasion
Location:	Based at TM Office, Resource for London, 356 Holloway Road, London, N7 6PA
Hours:	Full time (35 hours per week) 9.00 am to 5.00 pm (Monday to Friday) Evening and weekend work will also be required periodically for which time off in lieu will be given
Annual leave:	25 days pro rata plus bank holidays

The duties will include but may not be limited to those detailed below. The post may require the undertaking of additional duties for which the post holder will be adequately skilled and experienced.

Background to the Traveller Movement

The Traveller Movement (TM) was established in 1999 and is a leading national policy and voice charity, working to raise the capacity and social inclusion of the Traveller communities in Britain. TM act as a bridge builder bringing the Traveller communities, service providers and policy makers together, stimulating debate and promoting forward-looking strategies to promote increased race equality, civic engagement, inclusion, service provision and community cohesion.

The charity has a strong track record of producing robust thought-provoking reports and briefing papers that have informed and shaped policy relating to Gypsies, Travellers and Roma. TM also campaigns on a wide range of issues such as discrimination, media coverage, health inclusion and has brought a number of prominent legal challenges that have shaped policy and practice in these areas.

For further information about TM visit: <http://www.travellermovement.org.uk>

Overview of post

The Policy Manager (PM) will play a crucial role in determining TMs policy goals and how best to achieve them. Working closely with colleagues from across the organisation, and in close consultation with the TM Policy Advisory Group and the charity's wider community networks, you will develop policy, research and campaigning projects to meet the organisations' policy goals. Working closely with the CEO you will be tasked with raising TMs profile and developing relationships with policy makers, partner organisations and the media. You will respond to new and emerging policy trends, create opportunities for Gypsy, Traveller and Roma community engagement in all decision making processes that affect their lives.

Key Duties and Responsibilities

Policy, research and campaigning

1. To identify TMs policy, research and campaigning goals and develop an annual work plan to achieve these aims.
2. Develop and manage targeted and impactful policy research projects that provide an evidence base to support the development of policy recommendations to bring about change.
3. Conduct qualitative and quantitative research utilising community contacts, government statistics and other data sources
4. To produce clear, concise and authoritative policy materials, including reports, briefings and responses to Government consultations.
5. In partnership with the Campaigns Officer develop and implement high profile campaigns on key issues affecting Gypsies, Travellers and Roma
6. Support TMs legal officer providing robust evidence and policy data for possible legal challenges.

Public affairs, partnerships and networking

7. Coordinate and chair quarterly meetings of the community led TM Policy Advisory Group and liaise/consult with TMs wider community networks.
8. To develop and manage relationships with key policy stakeholders including politicians, civil servants and partner organisations.
9. To represent TM at external meetings including departmental stakeholder groups and advisory groups effectively communicating our work, values and policy priorities.
10. To monitor political and policy activity and proactively identify and share opportunities with colleagues to influence key stakeholders to achieve our strategic objectives.

11. Communicate TMs work externally to influence change, including developing relationships with media and policy contacts, briefing journalists, writing articles, blogs, press releases, quarterly newsletter articles, and using social media to get our message across to appropriate audiences.
12. Organise high profile and thought provoking policy seminars and conferences ensuring participation with key stakeholders and policy makers

Event management

13. Organise high profile policy and parliamentary events such as parliamentary receptions and policy round table seminars.
14. Support Network Partner organisations to organise local campaigning events, and to take a full part in national events.
15. Take lead responsibility for organising TM annual policy conference and assist and support other ad hock TM events.

Line Management and general

16. Managing the work of the Policy and Campaigns Officer and on occasions the work of consultants, volunteers and interns
17. To manage projects on time and to a high quality.
18. Produce timely report for funders
19. Identify income generation and funding opportunities to develop and sustain TM work.
20. Draft funding applications in consultation with the CEO to develop, expand and sustain TM work.
21. Attend team meetings and support team members
22. Ensure TM staff and networks are kept up to date with policy developments and opportunities for influence through bulletins, briefings, articles, and speaking opportunities.
23. Ensure monitoring and evaluation tools are in place to capture and manage data flow of outcomes and impact of the policy team.

Personal Specification

Experience

1. 3-4 years' experience of analysing, developing and influencing policy at the national and local level and formulating policy recommendations **E**
2. Enthusiasm and commitment for racial justice, social change and the values and objectives of Community Links **E**
3. Experience of campaigning work at a national level and/or local level, including experience of working directly with MPs or Peers and/or with local government and Councillors, and of using a range of campaigning methods **E**
4. Experience of conducting qualitative and quantitative research projects **E**
5. Experience of organising complex high profile events **E**
6. Experience of public speaking and/or media work **E**
7. Experience of working with equality and human rights legislation **D**
8. Experience of engaging marginalised communities and small third sector organisations who represent them to be involved in influencing and campaigning **D**
9. Experience of managing and supervising staff **E**

Knowledge and skills

10. Educated to degree level or equivalent experience **E**
11. Proven expertise in writing high quality, well-argued and engaging communications, including reports, briefings and blogs **E**
12. Well organised and a proven ability to manage multiple projects, scheduling work effectively across competing priorities and deadlines while maintaining a good attention to detail **E**
13. A track record of successfully fundraising for policy and research projects **D**
14. Knowledge of Traveller communities and the issues confronting them **D**