



The Traveller Movement

JOB DESCRIPTION EDUCATION POLICY & CAMPAIGNS OFFICER

Job Title:	Education Policy & Campaigns Officer
Salary:	Commensurate with skills and experience £25.000 -£28 .000 pro rata
Reporting to:	Policy Manager
Location:	The Post holder will be based in the London Office.
Hours:	21 hours per week (Tuesday to Thursday) Evening and weekend work will also be required periodically for which time off in lieu will be given
Annual Leave:	25 days pro rata

The Post holder will be based in London but there will be occasional travel outside of London. 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.

OVERVIEW OF POST

The education policy and campaigns officer will play a proactive role supporting the development of TMs education policy and **advocacy** work, including campaigning activity, research, report writing, public affairs and building networks. The post holder will develop and maintain education policy, advocacy and campaigns networks nationally. They will be confident at compiling and monitoring data sets, creating and analysing user surveys and writing compelling policy briefs for dissemination at a national level. They will also be responsible for the coordination and administration of a steering group of key actors in the education sector to lobby government for systems change. They will pursue opportunities to influence policy and decisions makers locally and nationally. It will be the post holder's responsibility to liaise with the Traveller Movement's Network Partners and TM Advisory Board on policy developments and relevant campaigns and parliamentary work.



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KEY DUTIES AND RESPONSIBILITIES

Policy and campaign work

1. Design the advocacy plan with the Policy Manager
2. Draft well researched factual and compelling policy briefings, reports, and media content that relates to GRT education, attainment and outcomes.
3. Lobby key actors at the local, regional and national level
4. Lead on the design and delivery of an education campaign that calls for the advancement of GRT in education.

Parliamentary work

5. Support the implementation of Traveller Movement's influencing strategy, including managing contact with MP's and Peers as part of implementing campaigns.
6. Target and maintain relationships with MPs and Peers who pay a particular interest in education, bullying, racism and GRT communities.
7. Seek out new opportunities for progression and promotion of our influencing strategy

Research and Development

8. Monitor policy and political developments in education, respond to consultations and calls for evidence, incorporating the views of community members and other key networks and organisations
9. Produce policy reports, briefing and articles for external use outlining and evidencing the need for change and potential solutions.
10. Ensure the Traveller Movement staff and networks are kept up to date with policy developments and opportunities for influencing through bulletins, briefings, articles, and speaking opportunities.

Reaching and involving the communities

11. Work with network partner organisations to identify and understand the diverse needs of GRT communities, and develop innovative ways to support them to reach out and engage effectively with community members in their local communities.
12. Apply a wide variety of methods to consult and engage with key stakeholders, including community members.



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Event Management

13. Organise high profile policy and parliamentary events such as parliamentary receptions and policy round table seminars.
14. Support GRT communities to organise local campaigning events, and to take full part in national events.
15. Share responsibility and support TM annual conference and other events.

REPRESENTATION

16. To act as the catalyst and driver for TMs engagement with a wide range of key stakeholder groups service providers, commissioners, local authorities and other relevant external organizations in the development of new relationships and strategic partnerships, leading to funding and commercial income generation opportunities to sustain the project.
17. Promote and represent the Project by making regular spoken and written submissions at external meetings and forums.
18. Develop and facilitate external support networks and identify models of good practice within other BME communities.
19. Attend relevant meetings with other organisations, including Department for Education.
20. Ensure full consultation and involvement of community member's voice at every opportunity.

Other duties

21. Be primarily self-serving and responsible for own administration including, keeping detailed records of project expenditure and report writing.
22. Ensure TM's web site is regularly updated with policy
23. Attend monthly supervision and agency meetings.
24. Ensure team working.
25. Undertake evening and weekend work where necessary and required for the post.
26. Undertake additional tasks and responsibilities which may arise on an ad hoc basis and which are relevant to the post.
27. Keep abreast of developing legislation, best policy and practice.
28. Adhere to TM policy and procedures.
29. Widespread travel will be required from time to time.
30. Ensure all work is properly monitored and evaluated. To have commitment to developing quality by the implementation of Travellers Movement quality evaluation tools along with any other standards set by the Traveller Movement.



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PERSONAL SPECIFICATION

No. Selection Criteria	Evidence	Essential	Desirable
1. Technical expertise & qualifications:	Relevant formal professional and/or education qualification(s)		
	Current knowledge of the education system ,Knowledge and understanding of exclusions and reintegration guidelines and practice	x	
2. Experience:	A least 2/3 years' experience of working within the policy and campaigning field	x	
	Knowledge and experience of principles of community development working with organizations and marginalized communities		x
	Experience of organising high profile events and influencing work	x	
3. Knowledge & skills:	Ability to work with accuracy and attention to detail under the pressure of deadlines, Ability to work effectively on own initiative and in small groups and with a wide range of people both internal and external to TM,	x	
	Ability to work in a self-servicing environment	X	
	Ability to conduct research and analyse and present quantitate data	x	
	Flexible and adaptive approach to work	x	
	Excellent skills to assess the needs of young people, guide them in respect of managing their needs and to devise a reintegration strategy for excluded or truanting students, Ability to respect and safeguard the confidentiality of information provided by children/parents and families/school	x	
	Ability to negotiate and influence individuals at all levels.	x	



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	Experience of strategic partnership processes with a broad range of statutory and voluntary sector partners	X	
	Active understanding of principles and issues of community engagement and widening participation of marginalized communities	x	
	Understanding of current Equalities and BAME policy frameworks and how these are applied to GRT communities.	x	
	Knowledge of GRT communities and the issues confronting them.		
	Commitment to and understanding of Traveller Movement's broad campaigning objectives	x	X