



The Traveller Movement

JOB DESCRIPTION

POLICY AND PUBLIC AFFAIRS LEAD

OVERVIEW OF POST

The Policy and Public Affairs Lead is a senior, hands-on role responsible for shaping and delivering the Traveller Movement's advocacy strategy. This role develops and implements strategies to manage the organization's relationships with government, policymakers, and the public. You will lead research, policy analysis, campaigns, and stakeholder engagement to influence decision-making and advance the interests of Romani (Gypsy), Roma, and Irish Traveller communities.

Central to this role is ensuring that lived experience drives all policy and advocacy work. You will create spaces and networks for community voices, co-produce initiatives with people from the communities we serve, and embed representation and inclusion across all aspects of TM's work.

Working closely with the CEO, you will lead a small, committed team, raise the organization's profile, build strong relationships with policymakers, partners, and media, and respond proactively to emerging policy trends.

Key Responsibilities and duties:

Strategy & Leadership

- Lead the development and implementation of TM's policy and public affairs strategies to achieve organizational goals.
- Translate the strategic plan into a clear annual work programme covering policy, research, and campaigns.
- Provide strategic advice to the CEO and senior management on public affairs & policy opportunities and risks.
- Ensure all strategies and programmes meaningfully include lived experience, representation, and co-production principles.

Stakeholder Engagement & Advocacy

- Build and maintain relationships with key stakeholders, including government, parliamentarians, regulators, partner organizations, and community networks.
- Create inclusive spaces and networks to ensure community perspectives shape policy and advocacy work.
- Represent TM externally, advocating for policies that support community rights and influence decision-makers.
- Communicate TM's work through media engagement, briefings, articles, newsletters, and social media.



The Traveller Movement

JOB DESCRIPTION

POLICY AND PUBLIC AFFAIRS LEAD

Policy Research & Analysis

- Conduct qualitative and quantitative research to understand the political and policy landscape.
- Produce evidence-based reports, briefings, and policy positions that reflect community insights.
- Develop actionable policy recommendations informed by the voices and experiences of Romani, Roma, and Traveller communities.

Campaigns & Event Management

- Lead high-profile campaigns and events, including parliamentary receptions, seminars, roundtables, and TM's annual policy conference.
- Support partner organizations in local campaigning initiatives and participate in national events.
- Embed inclusive practice and co-production in all events to amplify community voices.

Team Management & Operational Oversight

- Manage, coach, and develop a small policy and public affairs team, ensuring clear targets, work plans, and high-quality delivery.
- Oversee budgets, resource allocation, and funding applications in consultation with the CEO and finance officer.
- Implement monitoring and evaluation tools to measure outcomes, impact, and community engagement.
- Ensure advisors and networks are informed of policy developments and opportunities for influence

Other duties:

- Be prepared to represent TM at conferences and events as directed to by line management
- Participate in seeking funding to develop and sustain the work of this post and other TM projects.
- Share responsibility for organizational management of TM events (annual conference, GRTHM, policy seminars)
- Contribute to a team-based work-ethic where everyone contributes and takes responsibility for the success of the organisation's activities
- Be primarily self-serving and responsible for own administration including, keeping detailed records of project expenditure and report writing.
- Undertake evening and weekend work where necessary and required for the post.
- Undertake additional tasks and responsibilities which may arise on an ad hoc basis and which are relevant to the post.



The Traveller Movement

JOB DESCRIPTION

POLICY AND PUBLIC AFFAIRS LEAD

- Be a team player
- Adhere to TM policy and procedures.
- Ensure all work is properly monitored and evaluated.
- Submit monthly progress reports and attend line management meetings

Person Specification

Must be able to demonstrate the below Skills & Experience

Criteria	Essential	Desirable
Political Acumen		
Deep understanding of the political landscape and experience engaging with government and policymakers.	*	
Strategic Thinking		
Ability to develop and implement long-term strategies to influence policy.	*	
Communication		
Excellent verbal and written communication, able to convey complex policy information to diverse audiences.	*	
Relationship-Building		
Proven success in building strategic relationships with senior decision-makers, opinion formers, and community networks.	*	
Experience of working within third sector and/or the public sector		*
Leadership		
Experience leading and developing teams, managing change, and fostering a collaborative, inclusive environment.	*	
Event management skills	*	
Research & Analysis		
Strong analytical skills to conduct research, provide nuanced analysis, and develop actionable recommendations	*	
Community-Led Practice		
Commitment to co-production, inclusion, and ensuring lived experience drives all aspects of work	*	
Knowledge / skills		
Excellent administrative and organisational skills, including ability to prioritise own workload and work independently	*	
Strong IT skills (Microsoft Suite - Word, Outlook, Excel,	*	



The Traveller Movement

JOB DESCRIPTION

POLICY AND PUBLIC AFFAIRS LEAD

Criteria	Essential	Desirable
PowerPoint, etc.)		
Ability to build effective working relationships with internal and external colleagues	*	
Experience of maintaining individual records, including use of databases		*
Experience of working in a busy office environment		*
Experience of working within the charity sector	*	
Attention to detail	*	
Good team player	*	
Good sense of humour		*