

Job Description: Senior Advocacy and Policy Officer

Position: Senior Advocacy and Policy Officer

Contract type: Part-time (4 days per week), until end of 2019 with potential extension

Reporting to: Executive Director

Location: London, UK (other European locations can be considered)

Salary range: £23,000-26,000 per annum (pro rated)

Overview:

Refugee Rights Europe (RRE) is seeking a seasoned professional, with a minimum of 5 years' work experience (which should include some policy, advocacy and/or strategic communications work), to play a central role in the successful implementation of RRE's advocacy strategy.

The role involves project managing and implementing the organisation's advocacy strategy at the EU and international level, linking up to RRE's advocacy work at the national level in key geographic areas throughout Europe. Advocacy activities may include, but are not limited to, producing written material for evidence submissions via international and national mechanisms, monitoring and engaging with policy developments and opportunities for influence, attending meetings with policy-makers and other influencers, and working with partner organisations across Europe to amplify calls for change.

The successful candidate will be an experienced professional with strong project management skills, a passionate team player willing to 'hit the ground running'. The ideal candidate is a highly organised self-starter, with a strong diplomatic flair, outstanding communications skills and solid work experience in advocacy and policy and/or strategic communications, preferably at EU or UN level. The role is open to all qualified candidates with a passion and commitment to furthering the human rights of refugees and displaced people in Europe. The role is for a period of ten months (until end of 2019), with potential extension depending on funding levels.

Key Responsibilities

- Leads the successful implementation of parts of RRE's 2019-2020 advocacy strategy at EU and UN levels, engaging strategically and thinks flexibly about openings and opportunities.
- Drafts evidence submissions, develops advocacy materials and external communications.
- Ensures effective communication and collaboration with partners to implement the advocacy strategy.
- Works effectively with RRE team members to stay up to date on country-specific developments and ensures regular reporting of developments at EU level to other team members.
- Tracks benchmarks and advocacy impact for M&E.
- Represents RRE at external meetings, if and as required.
- Carries out any other tasks, as required and reasonable, including input into funding proposals, as required and appropriate.

Person specification

- Good knowledge of the European and international policy landscape.
- Knowledge of key advocacy targets and processes governing human rights and/or migration policy at European and International levels.
- Excellent writing and communication skills in English, and the ability to translate complex material into coherent and effective narratives.
- Excellent interpersonal skills and strengths in dealing with varied stakeholders ranging from grass-roots groups to policy-makers.
- Excellent levels of personal organisation and ability to manage a varied workload.
- Excellent time management skills and strong attention to detail.
- Ability to handle pressure and meet tight deadlines, and the capacity to work unsupervised.
- Flexible approach to work, supporting team as required and adapting to changes.

Eligibility

All individuals with the right to work in the UK, including individuals with refugee status (Leave to Remain), are eligible for this role. Other candidates must have a visa that allows placement in the UK as RRE is unfortunately unable to sponsor work visas.

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified candidates. To apply, please send your cover letter (2 pages maximum) outlining how you meet the criteria for this position as well as your CV to recruitment@RefugeeRights.org.uk by 23.59 on **Wednesday 27 February 2019**. Please use subject line 'Senior Advocacy and Policy Officer - NAME'. All applications will be acknowledged, but we regret that only short-listed candidates will be contacted due to the large number of applications expected.

Please note that first-round Skype interviews are currently scheduled for Tuesday 5 March 2019, with second-round interviews planned for Monday 11 March 2019.