



# Public Affairs and Policy Officer

<b>Reports to</b>	Head of Public Affairs and Policy
<b>Contract</b>	12 months fixed term
<b>Salary</b>	£23,534 - £25,000 (plus London Weighting of £3,000 if applicable)
<b>Hours</b>	Full time (37.5 hours) (flexible working considered).
<b>Location</b>	London office but remote working during the CV19 situation, with occasional travel to other locations around the UK, including our Bristol office
<b>Benefits</b>	A generous package including 25 days holiday a year, 365 access to Employee Assistance Programme, employee pension scheme with 4% employer contribution, childcare voucher scheme, Cycle2Work scheme, flexible working

## Who are we?

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We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking 'why doesn't he stop?' rather than 'why doesn't she leave?' This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, nearly 13,500 professionals received our training. Over 70,000 adults at risk of serious harm or murder and more than 85,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last four years, over 2,000 perpetrators have been challenged and supported to change by interventions we created with partners, and that's just the start.

Together we can end domestic abuse. **Forever. For everyone.**

## Role summary

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### Purpose of role

Our influencing work is changing the national conversation about domestic abuse, with both national and locally based elected representatives and the officials and colleagues who work alongside them. Our Public Affairs and Policy Officer, reporting to the Head of Public Affairs and Policy will be crucial in helping us to develop our engagement with Parliamentarians, as well as deepen our policy influencing capacity to support our national roll-out of ground-breaking interventions to end domestic abuse and ensure support for the whole family to keep people safe sooner.

We welcome staff members who have themselves had an experience of domestic abuse, either directly or indirectly, whether they choose to discuss this openly or not. We particularly encourage candidates from under-represented communities.

## Key duties and responsibilities

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- Work with the Head of Public Affairs and Head of Communications to develop effective Public Affairs influencing strategies for key areas of SafeLives' strategy
- Lead on parliamentary monitoring, highlighting key opportunities and producing summaries of key activity for the charity
- Develop and manage a parliamentary stakeholder contact database and create new opportunities for engagement with parliamentarians
- Lead on organising events that deliver effective engagement with Parliamentarians, officials and locally elected representatives
- Draft clear, well researched outputs such as reports, policy briefings and factsheets utilising internal and external datasets, practice case studies, research and evaluation, and drawing on survivor voice, for internal and external audiences
- Keep up to date with relevant developments in public policy, legislation, best practice, and academic research
- Produce and support distribution of material focused on elected representatives and other stakeholders ensuring our key messages are communicated effectively - working with partner organisations and having a keen eye on ensuring an inclusive approach in line with our equity, equality, diversity and inclusion goals
- Attend external events on behalf of SafeLives and participate in policy-related events and groups as necessary, developing our stakeholder contacts
- Work closely with our Research, Evaluation and Analysis team to help communicate key findings from their emerging data and research and with other key departments across SafeLives, including our Practice and Innovation teams, and our Comms team.
- Maintain an accurate and secure audit trail of all relevant communication and ensure that all work is compliant with data protection law
- Undertake any other duties as may reasonably be required
- Engage in a constructive and effective way with all survivors of abuse, through calls to the office, Pioneer interaction, colleagues and any other interaction we have in our day to day work

## Person specification

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(E = essential, D = desirable)

### Experience

- Experience of the workings of government and parliamentary procedure (E)
- Experience of developing and implementing effective public affairs strategies (E)
- Experience of policy development through written communications for government and parliamentary audiences (E)
- Experience of working on political or charitable campaigns (E)
- Experience of conducting research projects including design, data collection, data management and write up (D)
- Experience of creating and delivering, to tight and shifting deadlines, high quality written and oral communications (E)

### Skills

- Strong political understanding and judgement (E)
- A strong understanding of public policy processes including UK Government, local government, devolved administrations, national agencies and parliamentary procedure (E)
- Ability to communicate specialist technical knowledge to non-specialist audiences (D)
- Exceptional speaking, presentation and influencing skills (E)
- Knowledge and understanding of domestic abuse and child protection policy (D)
- Exceptional policy development and analysis skills (E)
- Exceptional writing skills, both long-form (e.g. briefings, reports) and short-form (e.g. blogs) (E)
- Ability to work at speed, condensing large quantities of information down to compelling, accurate key messages (E)
- Excellent attention to detail and strong organisational skills, able to use project and programme management tools when appropriate (E)

## Competencies

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### **Leadership**

- Ability to act as champion for SafeLives – demonstrating our values of being human, rigorous and brave.

### **Communications and relationship management**

- Presents messages effectively and clearly to various audiences
- Ability to build strong and effective relationships with key internal and external stakeholders

### **Decision making and professional judgement**

- Confident in the use of data to make effective decisions and as the basis of professional judgement

### **Teamwork & collaboration**

- Works collaboratively across all parts of the organisation
- Seeks to build positive relationships with colleagues and stakeholders

### **Goal orientation**

- Supports activities that help SafeLives to achieve its goals or deliver strategic plans
- Commitment to SafeLives' mission, values and practical work, including making victims of domestic abuse safer

### **Self-management**

- Adapts quickly to changing needs of colleagues and stakeholders
- Plans and prioritises work effectively
- Ability to deliver heavy workload on time with a resilient and flexible approach

### **Equality and Inclusion**

SafeLives is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. We are keen to have staff that appropriately represents all the communities we serve as an organisation.

### **Lived Experience**

We believe there is no 'them and us' in domestic abuse and recognise that applicants may have direct or indirect experience of their own, whether disclosed or not. We are committed to placing lived experience of domestic abuse at the heart of all we do, and colleagues who chose to share their personal expertise can do so openly and with organisational support.

If there is any discussion during the course of the recruitment process regarding a candidate's personal experience of domestic abuse, it will be treated confidentially and will not be shared outside of the interview panel/Human Resources.