



# Public Affairs and Policy Officer

**Reports to** Head of Public Affairs and Policy  
**Contract** Permanent  
**Salary** £30,321.20 - £31,503.72 Per annum (London Weighting of £3,000, where applicable)  
**Hours** Full time (37.5 hours) (flexible working considered).  
**Location** London office and/or hybrid working, with regular meetings in London and occasional travel to other locations around the UK, including our Bristol office

Benefits		
34 days holiday inc public holidays	Flexible working eg compressed hours	Cycle to work scheme
Eye Care Vouchers	Pension scheme with 4% employer contribution	Childcare Vouchers
Employee Assistance Programme	Clinical Supervision	Holiday Purchase Scheme to buy up to an additional 5 days
Enhanced Family leave Policies	Enhanced Sick pay	Professional Development Fund
Individual learning budget	Restorative Practice Training	Time Off In Lieu

## Who are we?

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 25,000 professionals working on the frontline received our training. Over 79,000 adults at risk of serious harm or murder and more than 99,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last seven years, almost 5,000 perpetrators have been challenged and supported to change by interventions we created with partners, making nearly 15,000 adult and child victims of their abuse safer.

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

## Role summary

### Purpose of role

Our influencing work is changing the UK 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, as well as deepen our policy influencing capacity to support our roll-out of ground-breaking interventions to end domestic abuse and ensure support for the whole family to keep people safe sooner.

You will be joining the organisation at a pivotal moment. The recent General Election provides an unmissable opportunity to ensure that SafeLives’ priorities for improving the response to domestic abuse are taken forward by the new Government.

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

- Lead on conducting parliamentary monitoring, collating a weekly overview of relevant Parliamentary business for the charity and producing summaries of key parliamentary activity.
- Identify and act on policy opportunities, as agreed with the Head of Public Affairs and Policy, to promote SafeLives data, voice and practice and our strategic aims through a range of routes, such as select committee enquiries, consultations, Bills, news developments.
- Support the development and management of the parliamentary stakeholder contact database. This will include keeping information in the policy stakeholder grid updated on a regular basis and suggesting new opportunities for engagement with parliamentarians.
- Secure organisation-wide input to external consultations and drafting responses, representing SafeLives at relevant stakeholder meetings, as identified by the Head of Public Affairs and Policy, and participating in external policy-related events and groups as necessary
- Work with the Head of Public Affairs and Policy to develop and promote policy positions and create effective public affairs influencing strategies for key areas of SafeLives strategy and projects to achieve policy aims focused on improving the response to domestic abuse
- Develop clear, well researched, high-quality materials for external political and policy audiences and senior internal stakeholders to support the delivery of influencing priorities. This will include drafting reports, policy briefings and factsheets utilising internal and external datasets, practice case studies, research and evaluation, and drawing on survivor voice
- Lead on planning events to highlight our practice and policy recommendations to political and policy audiences.
- Ensure 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
- 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, as agreed with the Head of Public Affairs
- 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

(E = essential, D = desirable)

### Experience

- Experience of the workings of government and parliamentary procedure (E)
- Experience of developing and implementing effective public affairs strategies, including successfully influencing political stakeholders (E)
- Experience of supporting policy development through written communications for Government and parliamentary audiences (E)
- Experience of creating and delivering, to tight and shifting deadlines, high-quality written and oral communications (E)
- Experience of working on political or charitable campaigns (E)

- Experience of working in coalitions (D)
- Experience of building and maintaining good relationships with a range of internal and external stakeholders (E)
- Experience of conducting research projects including design, data collection, data management and write up (D)
- Experience of managing the running of small-scale events, stakeholder briefings or webinars (D)

### 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) and health systems (D)
- Ability to communicate specialist technical knowledge to non-specialist audiences (D)
- Excellent speaking, presentation and influencing skills (E)
- Knowledge and understanding of domestic abuse and the family justice response (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

### Leadership

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

### Communications and relationship management

- Speaks and writes clearly and effectively to both internal and external audiences
- 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

- Ability to judge when agreement from senior management is needed before proposing or committing to a course of action with external stakeholders
- Confident in the use of data to make effective recommendations as the basis of professional judgement

### Teamwork & collaboration

- Ensures the Public Affairs and Policy team work together effectively, and contributes to influencing meetings and that these opportunities are effectively utilised to best effect, to further enhance SafeLives' profile and reputation
- Supports colleagues in demanding situations, recognises the importance of well-being in self and others, accepts help and support from other team members
- Actively engages the knowledge, ideas and contributions of others and is visible and approachable
- Engages 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

### Goal orientation

- Supports activities that help SafeLives to achieve its goals or deliver strategic plans
- Pursues tasks/goals with energy, drive and need for completion
- Commitment to SafeLives' mission, values and practical work, including making victims of domestic abuse safer

### Delivering quality

- Takes responsibility for own workload,

- Uses initiative to develop new ideas and seeks feedback from others, evaluates own performance and then acts upon it
- Identifies and shares learning

### Self-management

- Adapts quickly to changing needs of colleagues and stakeholders
- Plans and prioritises work effectively
- Is solution rather than problem focussed
- 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 represent 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 choose 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.