Recruitment Pack

Parliamentary Officer
April 2021

Dear Candidate,

Thank you for your interest in the role of Parliamentary Officer.

Anti-Slavery International is the world’s oldest human rights organisation and our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to ensure people can be free from slavery across the world. Over this past year Anti-Slavery International has argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary.

Our generous supporters, members and partners have meant we have been able to navigate the challenges of the pandemic well.

This new role will drive forward our work with Parliamentarians and help us deliver on an ambitious strategy for systemic change. We need someone who is committed to making sure the voices and perspectives of people who have experienced slavery are included in policy making processes. The successful candidate will understand how to get things done in Parliament and have the ability to engage survivors and facilitate their effective participation.

We are looking for a team player, who can work across the political spectrum and build partnerships which put the rights of survivors and groups at risk of modern slavery first. If you think this might be you, then please read on.

We are taking positive action to encourage applications from survivors of modern slavery, people of colour and other racial minority communities, trans, non-binary and/or older people (aged 50+), to improve the representation of colleagues from these communities in our team.

The deadline for applications is 26 April 2021. Interviews will be held on 30 April.

Best wishes

Jasmine O’Connor
Chief Executive Officer
Our vision and mission

Our vision is freedom from slavery for everyone, everywhere, always. Our mission:

- We exist to make ending slavery everyone’s concern;
- We are an ally to survivors and people at risk of slavery;
- Together we challenge and change law, policy and practice so everyone, everywhere can be free from slavery.

About us

Founded in 1839, Anti-Slavery International’s heritage spreads back to British abolitionists such as Thomas Clarkson and Joseph Sturge.

Today, we draw on our experience to work to end all forms of slavery and slavery like practices throughout the world, including forced labour, debt bondage, human trafficking, descent-based slavery, the worst forms of child labour and forced marriage.

Anti-Slavery works to tackle slavery at its root causes – the intersection between poverty, discrimination and the weak rule of law.

Our approach encompasses three key pillars:

- **Partnering with people affected by slavery** and NGOs who support them.
- **Engaging with governments** to ensure the creation and implementation of policy and law which tackle slavery.
- **Working with business** to address slavery in supply chains and influence governments to protect their citizens.
The Future – Our New Strategy

Over the past eighteen months, Anti-Slavery’s Board, Senior Management and Staff, in collaboration with a wide range of stakeholders, have developed a new organisational strategy. The new strategy builds on our history, strengthens our thematic focus and will increase our ability to have impact as a small organisation. Over the next five years we aim to reclaim a campaigning focus (policy, advocacy and public facing campaigns), whilst remaining committed to our vision and mission:

Our strategic priorities over the next five years are:

1. System Change – seeking sustainable, long-term change to the systems that underpin and drive slavery.
2. Survivor Voice – making effective and ethical survivor engagement central to all our work.
3. Movement Building – continuing to play our part strengthening the global anti-slavery movement.
4. Framing the Issue – create effective ways to present the issue of slavery so that it remains a political priority and an issue the public care about.
5. Legal Frameworks – ensuring that international human rights instruments are being used to their full extent to end slavery.

Our Programmatic Operations

Our reach is global; we operate in the UK and overseas.

We work closely with 12 local partner organisations on projects in 11 countries, as well as a project that has impact in all 27 EU member states. We also work in strategic alliance with almost 500 combined members, as well as working in coalitions and partnerships covering the whole world.

With our partners, we can build a world free from slavery. Together, we:

- Investigate and expose current cases and forms of slavery.
- Support victims of slavery in their struggle for freedom.
- Empower individuals and communities vulnerable to slavery to demand respect for their human rights and obtain protection.
- Work with the private sector to identify and address slavery in global supply chains.
- Influence policymakers to take action in support of victims and vulnerable people.
- Press for effective implementation of laws against slavery.
Finance and Resources

Our London based Finance and Resources Team plays a vital role in supporting the whole organisation. Working within an integrated approach to ensure the financial sustainability of the organisation. This team works together to:

- Develop the financial strategy and plans.
- Ensure that financial reporting, both internal & external is timely and accurate.
- Support the programmes and fundraising teams.
- Develop the IT strategy and plans.
- Ensure we have the appropriate standards of health & safety and data protection.
- Support our people with policies and procedures reflecting best practice.
- Manage our freehold offices.

Income Generation and Communications

Anti-Slavery has ambitions to grow its impact and to do that a new income generation and communications strategy was developed in 2017 to ensure adequate quantity and quality of funds. The team works together to:

- Generate income from a range of voluntary and institutional funding income from a range of sources.
- Work across a range of stakeholders generating major gifts, contracted funds, and voluntary income from members and individual supporters.
- Grow a successful trading income stream which provides consultancy in slavery in supply chains to business in the UK and overseas.
- Build on a well-recognised and digitally well embedded brand.
- Increase profile in the UK and international media that leads to people take action in support of ending slavery.
Job Description

**Parliamentary Officer**

**GRADE**  
B

**SALARY**  
£31,040 - £32,941  
Fixed-term contract for 2.5 years on full-time hours.

**LOCATION**  
Based in Stockwell, London  
Currently home based due to Covid-19 safety measures

**DATE**  
April 2021

**CONTEXT**

Anti-Slavery International’s strategy commits us to working on four focus themes to drive systemic change, and help end slavery for everyone everywhere:

- Child Slavery
- Responsible Business
- Trafficking
- Climate change and slavery

Anti-Slavery International engages across UK Parliament, the EU and UN mechanisms to build sustainable solutions to end slavery and make sure survivors can rebuild their lives.

We have a new strategy which is focused on making sure solutions are survivor informed, and that policy and legal change processes include survivor voices and perspectives. Our new strategy commits us to building a wider movement for change; this includes making sure that slavery remains high on the agenda in Parliament, and that more members understand the realities of slavery and how it affects their constituencies.

This role will help us build our profile in UK Parliament, and develop new – and strengthen existing – collaborations with survivors to influence Parliamentarians, to help drive sustainable change. The role will sit in our UK and Europe team, but will work with other teams across the organisation, depending on the campaign focus. Current campaigns include improving statutory support for victims and working towards mandatory human rights due diligence.
MAIN TASKS

Role purpose
- To build Parliamentary support for Anti-Slavery International’s policy and legal change campaigns, and wider work.
- To work with survivors and those affected by slavery to make sure legal and policy change is informed by lived experience.

General Engagement
- To develop, maintain, and monitor plans to engage key parliamentarians in Anti-Slavery International’s work.
- To develop a solid understanding of Anti-Slavery International’s work and partners in practice, and be able to use this to identify parliamentary opportunities to push key issues.
- To develop briefing materials for parliamentarians ahead of key debates and other meetings in Parliament which relate to the issues Anti-Slavery is focused on.
- To meet with key parliamentarians and provide briefing information to allow other Anti-Slavery staff and allies to develop relationships.
- To represent Anti-Slavery International at key events e.g. All-Party Parliamentary Group meetings.
- To monitor key events, opportunities and debates in Parliament and keep Anti-Slavery staff informed.
- To arrange meetings and events, including supporting the involvement of survivors and other allies.

Campaign Development and Delivery
- To work closely with the communications team, policy leads and programme team to develop winnable parliamentary campaigns for policy and legal change.
- To work closely with the communications and fundraising team to support the mobilisation of members and supporters for Anti-Slavery International’s parliamentary change campaigns.
- To engage survivors, survivor-led organisations, and other civil society partners to identify campaigns and actions to collaborate on.
- To support the development of partner capacity in parliamentary affairs and engagement.
- To consider the ethical and safeguarding issues in line with, and building on, Anti-Slavery international’s policies when facilitating survivor engagement with parliament.
• To track progress of campaigns and reflect regularly on what works, including in consultation with allies, and adjust plans accordingly.
• To ensure that campaign asks are based on a range of evidence sources, including the lived experience of survivors of slavery.

Communications

• To write blogs, articles, and opinion pieces on Anti-Slavery campaigns, including for others in Anti-Slavery International to byline.
• To work closely with the communications team to support social media and mainstream media engagement around key campaigns.
• To represent Anti-Slavery International in the media.

Management and Administration

• To manage any delegated budget associated with the delivery of parliamentary campaigns.
• To provide up to date reporting and management information as required.
• To line manage assistants, interns and, from time to time, consultants.
• To be self-administering.
• To arrange logistics for events and meetings with Parliamentarians, including the practical and ethical considerations for facilitating survivor involvement.
PERSON SPECIFICATION

Essential

Essential characteristic/skill/experience
- 2+ years’ experience in a policy or parliamentary role.
- Knowledge of how parliament works, ideally complemented though experience.
- A commitment to evidence-based policy that is rooted in the reality of lived experience.
- Ability to navigate complex stakeholder relationships and competing needs to find effective outcomes.
- Commitment to engaging people of all different political stripes.
- The maturity to recognise that organisational positions and approaches may not always concur with your own political views.
- Experience assessing complex information and turning it into clear, plain English, audience centered briefs and position papers.
- An emotionally sensitive communicator with the ability to build rapport and collaborate with survivors, politicians, and internal stakeholders.
- Understanding of, or willingness to learn, about the experience of survivors and those at risk of slavery.
- Able to recognise that ‘we won’t get it right all the time’ and a willingness to learn from mistakes, whilst taking calculated risks.
- Good organisational and administrative skills.
- Experience of, or willingness to be trained, in budget management.
- Experience of, or willingness to be trained, in people management.
- Commitment to Anti-Slavery International’s values.
- A good team player.
- Ability and commitment to uphold Anti-Slavery International’s child and vulnerable adult safeguarding standards.

Desirable
- French language

Summary Terms and Conditions
- The position is based in Anti-Slavery’s office in Stockwell, London or from homeduring the UK-wide lockdown.
- Annual leave entitlement is 30 days (on a pro rota basis initially) including 3 days which must be taken between Christmas and New Year.
- There may be a requirement for some out of hours work for which time in lieu is given.
Anti-Slavery International pays 6% into our recognised contribution pension with TPT Retirement Solutions with a mandatory employee contribution of 2%.

- Probationary period – One month.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information.

If you wish to apply for this position, please e-mail a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to jobs@antislavery.org using the reference Parliamentary Officer in the subject line before 17:00 on 26 April 2021.

Please also complete the equal opportunities monitoring form at the end of this document; return to Harpreet Garcha, Anti-Slavery International, Freepost, RTHR–BCGJ–RLS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.

Interviews will be held in the week of 30 April 2021 either at our office in Stockwell or online if the UK-wide lockdown is still in place.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome applications from survivors of modern slavery, people of colour and other racial minority communities, trans, non-binary and/or older people (aged 50+).

Anti-Slavery International has a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability, and undermines organisational effectiveness.

Anti-Slavery International is committed to safeguarding all children and adults that our staff and representatives encounter virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice, and procedures. These organisational policies include but are not limited to, the Code of Conduct policy and Safeguarding policy. Anti-Slavery International strictly maintains a zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To ensure high standards of staff behaviour and integrity.
- To safeguard the welfare of Anti-Slavery International staff, interns and volunteers, and of external stakeholders with whom Anti-Slavery International works or comes into contact.
- To protect Anti-Slavery International’s reputation and interests.

This role may require a DBS check for traveling to projects where there is access to vulnerable groups or non-travel related work which involves access with vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be legitimately required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Anti-Slavery International complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Anti-Slavery International undertakes to not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
Equality and diversity monitoring form

Anti-Slavery International wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely and limited to only some staff in the organisation’s Human Resources section.

Please return the completed form to return to Harpreet Garcha, Anti-Slavery International, Freepost, RTHR–BCGJ–RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.

Month/ Year:

Position applied for:

Gender

Man  Woman  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership?

Yes  No  Prefer not to say

Age

16-24  25-29  30-34  35-39  40-44  45-49
50-54  55-59  60-64  65+  Prefer not to say

Your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White

English  Welsh  Scottish  Northern Irish  Irish British  Gypsy or Irish Traveller

Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean  White and black African  White and Asian  Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab  Prefer not to say  Any other ethnic group, please write in:
Do you consider yourself to have a disability or health condition?

Yes [ ]  No [ ]  Prefer not to say [ ]

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

[ ]

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual [ ]  Gay woman/lesbian [ ]  Gay man [ ]  Bisexual [ ]

Prefer not to say [ ]  If you prefer to use your own term, please specify here:

[ ]

What is your religion or belief?

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please write in:

[ ]