



Public Affairs Officer

May 2024

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Dear Candidate,

Thank you for your interest in the role of Public Affairs Officer.

Anti-Slavery International is the world's oldest international human rights organisation. 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 make sure people can be free from slavery across the world.

Our strategy is focused on delivering high impact, targeted advocacy in the UK, making sure these solutions are survivor-informed, and that policy and legal change processes include survivor voices and perspectives. Our strategy also commits us to building a wide movement for change, which includes making sure that modern slavery and forced labour are high on the agenda of decision-makers and influencers. This role will help us build our profile in the corridors of power, be it Parliament, Whitehall or wherever decision-making lies. The successful candidate will also lead on implementing a new public affairs strategy, and will strengthen existing collaborations with survivors to influence stakeholders 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 survivors of trafficking, ending forced labour in the UK and working towards mandatory human rights due diligence in business supply chains.

The deadline for applications is 9 June 2024. Interviews will likely be held week beginning 24 June 2024 and will place over Teams. The start date for this role is from August 2024, though flexibility for a later date will be considered for the right candidate.

If you think this fits with your expertise and ambition, we would love to hear from you.

Best wishes

Jamie Fookes
UK & EU Advocacy Manager

Job Description

Public Affairs Officer

GRADE	B1 to B4
SALARY	£35,337 - £38,583
CONTRACT TYPE	Fixed term – one (1) year - Possibility of renewal, subject to finance.
HOURS	This role is offered as a full-time position at 35 hours per week
LOCATION	Based in Vauxhall, with hybrid-working arrangements per our policy.
DATE	May 2024

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest international human rights organisation. 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 make sure people can be free from slavery across the world. Our 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 and migration
- Climate change and slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

THE ROLE

Anti-Slavery International engages with stakeholders from across the UK, including national Government, Parliament, devolved governments, local authorities, and others. We also engage with the EU and UN mechanisms to support our efforts to build sustainable solutions to end slavery and make sure survivors can rebuild their lives.

Our strategy commits us to building a wider movement for change; this includes using strategic engagement with stakeholders that ensures slavery remains high on the

agenda and helps us achieve our priorities in ending slavery in the UK and Europe.

This role will lead on delivering the public affairs strategy for Anti-Slavery International's advocacy work in the UK. The role will work with teams across Anti-Slavery International to understand their stakeholders and meet their objectives.

You will help us build our profile in the UK Parliament and at all levels of Government and civic space; develop new and strengthen existing collaborations with survivors to influence stakeholders and targets, to help drive sustainable change.

The role will sit in our UK and Europe team, but will work with other teams across the organisation, such as the Business and Human Rights Team, depending on the campaign focus. Current campaigns include improving statutory support for survivors of trafficking, ending forced labour in the UK and working towards mandatory human rights due diligence in business supply chains.

MAIN TASKS

Role purpose

- Reporting to the UK and Europe Advocacy Manager and working in close collaboration with the Business and Human Rights Team, the Communications Team and others, the postholder will support the development and implementation of an impactful organisational public affairs strategy to help achieve the organisation's advocacy objectives in the UK.
- Produce and maintain a map of stakeholders and targets for UK-focused campaigns and programmes and manage relationships. Looking at the whole political and governmental eco-system to build support for Anti-Slavery International's policy and legal change campaigns, and wider work in the civic space and among statutory stakeholders.

Strategic engagement.

- To monitor Anti-Slavery International's engagement with key parliamentarians, local and national Government and relevant stakeholders, make strategic recommendations and develop and manage these relationships.
- To support the design of campaigns and relevant advocacy initiatives in Parliament and other strategic statutory spaces.
- To advise colleagues as relevant in teams across the organisation on engagement with statutory targets.
- To develop briefing materials to inform and/or influence stakeholders ahead of key opportunities for change, including parliamentary debates and other

meetings in Parliament, which relate to the issues Anti-Slavery International is focused on.

- To represent Anti-Slavery International at key events and among key stakeholders e.g., All-Party Parliamentary Group meetings.

Amplifying survivor voices

- To work with survivors and those affected by slavery to make sure legal and policy change is informed by lived experience and those most at risk of harm.
- To engage survivors, survivor-led organisations, and other civil society partners to identify campaigns and actions to collaborate on and bring them into the meetings/engagements directly or facilitating that direction engagement for the purpose of joint campaigns.
- In close collaboration with the Safeguarding Manager, to consider the ethical and safeguarding issues in line with, and building on, Anti-Slavery International's policies when facilitating survivor engagement within Parliament and other advocacy spaces.

Monitoring and administration

- To monitor key events, opportunities and debates in Parliament and keep Anti-Slavery International staff informed.
- To track the progress of campaigns and together with the UK and Europe and other teams, 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.
- To write blogs, articles, and opinion pieces on Anti-Slavery campaign topics, 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 arrange logistics for events and meetings with Parliamentarians, including the practical and ethical considerations for facilitating survivor involvement.

PERSON SPECIFICATION

Essential

Statutory engagement

- Exceptional knowledge of how the governmental and parliamentary system in the UK works, ideally complemented though experience with the UK Parliament

and/or local and national government.

- Strong experience in policy, public affairs or parliamentary-related role.
- A commitment to evidence-based policy that is rooted in the reality of lived experience.
- Ability to navigate complex stakeholder relationships and competing demands from colleagues and civil society allies and partners.
- Commitment to engaging people of all different political stripes.
- The understanding that organisational positions and approaches may not always concur with your own political views.

Amplifying survivor voices

- An emotionally sensitive communicator with the ability to build rapport and collaborate with survivors, politicians, government officials and internal stakeholders.
- Willingness to learn about the experience of survivors and those at risk of slavery.
- Ability and commitment to uphold Anti-Slavery International's child and vulnerable adult safeguarding standards.

Monitoring and administration

- Experience assessing complex information and turning it into clear, plain English, briefings and reports for a range of audiences.
- Ability to manage workload in response to multiple teams' needs, set priorities, manage expectations and find effective outcomes.
- Ability to use online monitoring tools and to keep updated with latest news and information.
- Ability 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.
- Commitment to Anti-Slavery International's values.
- A good team player.

Desirable

- Experience of, or willingness to be trained, in budget management.
- Experience of working in the fields of modern slavery and human trafficking.
- Experience of working directly in a governmental, parliamentary or statutory setting.

Summary Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy.
- Annual leave entitlement is 30 days.
- There may be a requirement for some out-of-hours work, for which time in lieu is given.
- We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%.
- The role is subject to a probationary period of 6 months.
- We offer a range of employee benefits including an employee assistance programme and cycle to work scheme.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, 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 include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference Public Affairs Officer in the subject line **before 23.59 on 9 June 2024**.

Please also complete the equal opportunities monitoring form [at this link](#). The form is anonymous, and responses will be handled in strict confidence.

Interviews will likely be held week beginning 24 June 2024 via Teams.

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 and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have 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.

We are committed to safeguarding the 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. We maintain a strict 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 guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to 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 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), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



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