

# LIBERTY

## **Recruitment Pack: Policy and Campaigns Officer**

Liberty is an independent membership organisation. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.

We are campaigners, lawyers, investigators and policy experts who work together to protect rights and hold the powerful to account. We empower others to defend their own rights and the rights of their family, friends and communities.

Our principles are guided by evidence and expertise – not political agenda, profit or popular opinion. We're not afraid to speak uncomfortable truths or confront intolerance and abuse of power wherever we find it. Together we've been making the UK a fairer, more equal place since 1934.

Liberty works on a diverse array of human rights issues, including anti-discrimination, protest, free speech, police reform, migrants' rights, disability rights, technology, surveillance and privacy. We are a uniquely multi-disciplinary team, working to achieve change through a powerful combination of lobbying, strategic litigation, public campaigning, investigative journalism and member activism. Our work is needed now more than ever.

Liberty is currently seeking two Policy and Campaigns Officers who will work across a range of Liberty issues. The work of a Policy and Campaigns Officer involves planning and implementing creative campaigns to engage and empower the public, developing and applying research and evidence-based expertise, and exercising political judgment and influencing decision-makers. You will also build coalitions and work collaboratively with other organisations and influencers, contribute policy expertise to our other work, act as a Liberty spokesperson, and support Liberty's membership and development goals.

Liberty is striving to build a team that is truly inclusive. We welcome applications from marginalised groups, particularly people of colour, trans and non-binary people, older and disabled people. Your potential to learn and grow in the role is important to us, so even if you don't have 100% of what we are asking for, we want to hear from you.

Liberty is Level 1 [Disability Confident Committed](#).

## Position Description

<b>Position title:</b>	Policy and Campaigns Officer
<b>Salary band:</b>	£31,310 - £41,410
<b>Employment status:</b>	1 Permanent and 1 Fixed Term 12-month Contract
<b>Hours:</b>	35 hours per week plus occasional out of hours work. We can accommodate flexible working.
<b>Location:</b>	Liberty House, 26-30 Strutton Ground, Westminster, London <sup>1</sup>
<b>Closing date for applications:</b>	9am Monday 24 May 2021
<b>Interview dates:</b>	First Round: 03 / 04 June 2021  Second Round: Week Commencing 7 June 2021

## Role purpose

The Policy and Campaigns Officer plays a key role in developing and implementing Liberty's policy and campaigning priorities: planning and implementing creative campaigns to engage and empower the public, undertaking high quality research, influencing decision makers, building coalitions, producing policy and campaign materials, providing policy input to strategic litigation, and building public and political support for Liberty's work.

## Key responsibilities

The Policy and Campaigns officer has a set of core responsibilities to which specific tasks and projects will be added based on their skills and experience.

- In collaboration with colleagues, develop campaign strategies to advance Liberty's objectives on human rights issues, and integrate these into advocacy strategies that use a full range of tools and levers to make change.
- In collaboration with colleagues, deliver and project manage campaign strategies on a range of Liberty's priority issues, including by coordinating cross-team project groups.
- Produce high-quality, persuasive content on relevant policy developments and contribute to the development of Liberty's policies, including by assisting Liberty's Policy Council to adopt policies and preparing materials for Liberty's annual membership meeting.
- Produce high-quality responses to consultation exercises from the Government and others on human rights issues.
- Draft high-quality responses and amendments to Parliamentary bills and other proposals with human rights implications.
- Develop creative ways to communicate with, engage and empower the public to advocate for and support human rights.
- Act as a spokesperson, taking part in broadcast and print interviews, writing articles and representing the organisation at events.
- Build strategic partnerships with other NGOs, grass roots groups, parliamentarians of all political parties, senior civil servants and others.
- Maintain an awareness and knowledge of developments in human rights law and policy in the UK.
- Share responsibility for line management of the Policy and Campaigns Intern(s).
- Perform other duties as necessary.

<sup>1</sup> Given current Covid-19 restrictions we have plans in place to complete the recruitment and onboarding process remotely. Candidates selected for interview will be able to discuss any specific requirements related to remote recruitment when contacted about the role.

Selection criteria		Essential	Desirable
<b>Qualifications</b>	Degree or advanced degree in relevant field.		✓
<b>Experience and knowledge</b>	Robust understanding of civil liberties and human rights issues, including relevant domestic and international human rights frameworks.	✓	
	Robust understanding of the Parliamentary and legislative process.		✓
	Knowledge of two or more of the following areas: human rights frameworks, policing, protest, counter-terror, mental health and disability rights, and/or equalities issues	✓	
	Experience with policy development, scrutinising legislation, and responding to government consultation documents		✓
	Experience with creative campaigning strategies, public messaging or community organising	✓	
	An understanding of the history of domestic and international social movements		✓
<b>Competencies</b>	<b>Communication</b> - Ability to communicate, both orally and in writing, human rights arguments and principles clearly and succinctly to a range of audiences	✓	
	<b>Collaboration</b> - Ability to work collaboratively with other staff at Liberty and with other organisations; excellent inter-personal skills	✓	
	<b>Judgment</b> - Sound political judgment and a commitment to Liberty's non-party/cross-party stance	✓	
	<b>Problem-solving and pro-active</b> - Ability to manage multiple and competing priorities, meet deadlines, work independently, and solve problems.	✓	
	<b>Analysis</b> - Ability to research, scrutinise and compile complex human rights arguments to a high standard.	✓	
	<b>Evaluative</b> - Ability to take a reflective and evaluative approach to work	✓	
	<b>Attention to detail</b> , including a thorough, accurate and careful approach to work.	✓	
<b>Values</b>	Commitment to building a fair, respectful and diverse working environment	✓	
	Commitment to human rights, civil liberties and the core values of Liberty	✓	

## Important information

1. Application forms should be returned by email as Word or PDF documents to [HR@libertyhumanrights.org.uk](mailto:HR@libertyhumanrights.org.uk) no later than **9am Monday 24 May 2021** with the job title as the subject.

**Applications received after the closing date will not be considered.** We also ask you to submit the diversity monitoring form, available from our website, but this is optional.

2. You will receive an automatically generated response confirming receipt. If you **DO NOT** receive this response within one to two hours of sending, 07946 208 774 to check whether your application has been received - be sure to do so before the closing date.
3. First round Interviews are scheduled for the **03 and 04 June 2021** second round interviews scheduled for week commencing **7 June 2021**. Shortlisted applicants will be contacted to confirm interview times. Details of the interview (location, members of panel etc) will be confirmed by email.
4. Applicants who have not been short listed will be notified by email. **Due to our limited resources we are unable to provide feedback on applications.**
5. Interview panels will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. All candidates are asked a uniform set of questions (usually 5 or 6) and may also be asked follow up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc.
6. Shortlisted candidates may be asked to complete pre-interview tasks.
7. Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.
8. Liberty's offices are wheelchair accessible. If you have a special requirement for completing a task or attending an interview due to a disability or have any queries you would like to ask the team please contact us on 07946 208 774.