

LIBERTY

RECRUITMENT PACK: POLICY AND CAMPAIGNS ASSISTANT

POSITION DESCRIPTION	
Position title:	Policy and Campaigns Assistant
Salary	£29,008 - £32,345
Employment status:	Permanent
Hours:	35 hours per week, plus occasional out of hours work
Location:	Liberty House, Westminster, London
Closing date for applications:	9am Wednesday 06 October 2021
Interview dates:	First Round: Thursday 14 October 2021 Second Round: Thursday 21 October 2021

ABOUT US
<p>Liberty is an independent membership organisation. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.</p> <p>We are campaigners, lawyers 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.</p> <p>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.</p> <p>Together we've been making the UK a fairer, more equal place since 1934.</p> <p>Liberty is currently recruiting a Policy and Campaigns Assistant to join the team. If you are interested in furthering a career in human rights campaigning and policy work, then we want to hear from you.</p>

ROLE PURPOSE
<p>The Policy and Campaigns Assistant will provide vital and varied support to the policy and campaigns team, contributing to development, implementation and evaluation of Liberty's policy and campaigns work.</p> <p>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 and disabled people. Your potential to learn and grow in the role is what's important to us. If you have lived experienced of Liberty's campaigns/core issues or are looking to change careers and move into a campaigning world, but don't have 100% of what we are asking for in the person specification, we still want to hear from you.</p>
KEY RESPONSIBILITIES
<ul style="list-style-type: none">• Work under the direction of policy and campaigns staff to implement and assist in the planning of creative actions to further campaign objectives, including influencing decision-makers and building public support for Liberty's issues.• Collect and record policy and campaign-related information to support internal monitoring and evaluation systems for campaign strategies and help coordinate parliamentary advocacy and

stakeholder engagement. When required, to prepare and draft contributions for the Policy and Campaigns Team to feed into funder applications and reports.

- Carry out research on key issues relating to Liberty’s advocacy campaigns and policy work, under the supervision of Policy and Campaigns Officers. Support the policy and campaigns team through editing and proofreading briefings and reports.
- Assist in the coordination of Liberty’s work with partner organisations and other stakeholders, including by developing relationships and representing Liberty in coalitions and at official meetings as requested.
- Provide administrative support (e.g., preparation of documents, scheduling of large meetings, co-ordination of external contacts), including for significant events such as parliamentary conferences.
- Attend and support Liberty events as needed, including occasional duties outside of office hours and some travel within the UK.
- Contribute to the overall work of the Policy and Campaigns Team to ensure objectives are achieved.
- Stay abreast of developments in politics, human rights and civil liberties in the United Kingdom.

SELECTION CRITERIA		Essential	Desirable	Application	Interview	Assessment
Experience & Knowledge:	Proficient in Microsoft Office (especially Outlook and Word).	✓		✓		
	Understanding of the ways in which campaigning groups can influence policy outcomes.	✓		✓	✓	
	Experience working with a policy or campaigning organisation (staff, intern or volunteer).		✓	✓	✓	
	Specific experience with policy or campaigning work on human rights issues.		✓	✓	✓	
Competencies & Skills:	Communication: Strong written and oral communication skills.	✓		✓	✓	
	Creativity: Ability to think and work creatively.	✓				✓
	Proactive delivery: Ability to manage competing priorities and work independently to meet deadlines and solve problems.	✓		✓	✓	
	Attention to detail: Excellent attention to detail.	✓		✓		✓
	Collaboration: Ability to develop and maintain internal and external working relationships, be a positive member of the team, and enhance the effectiveness of Liberty’s work by working well with others.	✓			✓	
Values	Commitment to human rights issues and Liberty’s cross-party, non-party status.	✓		✓	✓	
	Commitment to building a fair, compassionate and diverse working environment.	✓			✓	

IMPORTANT INFORMATION

1. Application forms should be returned by email as Word or PDF documents to HR@liberty-human-rights.org.uk **with the job title as the subject** no later than **9am Wednesday 06 October 2021**.

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, please call 020 7403 3888 to check whether your application has been received - be sure to do so before the closing date.
3. First round Interviews are scheduled for **Thursday 14 October 2021** with second round interviews scheduled **Thursday 21 October 2021**. Shortlisted applicants will be contacted by phone to arrange 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, please contact us on 020 7403 3888