



Introduction from the CEO

Dear Candidate,

Thank you for your interest in working for Southall Black Sisters.

Southall Black Sisters (SBS) was set up in 1979 as a specialist centre for Black and minoritised women. It was a direct response to the invisibility of Black and minoritised women in our own communities as well as in wider society, and to the ways in which our experiences of racism and gender inequality were ignored in law, policy, and the delivery of state services. From the outset, we were concerned about Black and minoritised women falling between the cracks in the struggles for better state responses to racial and gender inequality.

The campaigns that SBS has waged have sought to highlight and bring about changes in the social, political, economic, and cultural constrictions that have led women to our door. We have fought to liberate women from these constrictions and help them to assert their individual freedom and rights. Our services are in high demand and, although based in West London, we have a national reach. Our experience and expertise on the needs of Black and minoritised women has led to national and international recognition.

The Head of Policy, Campaigns & Partnerships will play a central role in influencing policy and decision making on violence against women and girls at national, regional and local levels. The postholder will be joining a dynamic, committed team at an exciting time where there are significant opportunities to develop an impactful policy, campaigns & partnerships strategy which amplifies the needs of Black and minoritised women.

In this pack you will find:

- A Job Description
- A Person Specification

Please send your CV and a covering letter, addressing how you meet the requirements in the person specification, together with the optional equalities monitoring form, to us by 10am on Friday 4th November 2022.

Applications should be sent to hr@southallblacksisters.co.uk with 'Head of Policy, Campaigns & Partnerships' in the subject line.

We are only able to consider applicants who have the right to work in the UK.

Interviews will be held week commencing Monday 14th November 2022.

If you have any questions about the role, please contact hr@southallblacksisters.co.uk

Yours sincerely,

Selma Taha

Executive Director, Southall Black Sisters

Job Description

Post Title:	Head of Policy, Campaigns & Partnerships
Employment term:	Permanent, full time (35 hours per week)
Salary:	£42k - £45k depending on qualifications and experience
Place of Work:	Flexible (role requires regular travel to London)
Responsible to:	Executive Director
Direct reports:	2

Job Purpose

To lead SBS's work to influence policy and decision making on violence against women and girls at national, regional and local levels through the development and delivery of a programme of policy, campaigning and partnership work which is in line with the organisation's strategic goals and values.

Duties and Responsibilities

Strategic Management

- To contribute, as a member of the senior management team (SMT), to the development of SBS's strategic direction and operational activities in line with the direction set out and approved by the Management Committee, leading the policy, campaigning and partnership elements within the organisational strategy.
- To work closely with the CEO to develop and implement a Policy, Campaigns and Partnerships strategy in consultation with colleagues and key stakeholders.
- To enhance the profile of Southall Black Sisters among decision makers and the public, and represent the needs of Black and minoritised victims and survivors of violence against women to policy makers and influencers, including the UK government.
- To keep the SMT and the CEO apprised of issues of strategic importance in relation to policy, campaigns, and partnership work to inform the work of the SBS.
- To work with legal experts to challenge decisions, laws, and policies to further the aims and objectives of SBS.
- To provide leadership and management to the policy and partnerships team, including strategic development, fundraising and programme planning.

Operational Management

- To act as an influential and authoritative spokesperson for SBS at relevant local and national events, conferences, seminars, and other forums including media engagements to raise the profile of violence against women and girls and SBS.
- To develop and lead campaigning and policy work based on SBS's advice and casework, representing the needs and experiences of Black and minoritised victims of violence against women and girls.
- To sign off all policy and campaigning related media outputs, quality assuring all external reports and providing oversight of all the organisation's policy, campaigning, and partnership work.
- To work closely with the Communications Officer to ensure the effective and professional promotion of the role, profile and campaigns of SBS and the impact of violence against women and girls on social media and other digital platforms.
- To work in close cooperation with the Head of Finance and SMT to secure the financial and other resources needed to support policy, campaigning, and partnership work.

- To work with the Head of Advocacy Services to ensure quality assurance/contract compliance for all SBS's funding streams.

Relationships

- To develop and maintain relationships with key people in government, the VAWG sector, academic and community organisations whose support is needed for the successful delivery of SBS's policy, campaigning and partnership work.
- To meet with and build and maintain relationships with key funders for policy, campaigns and partnerships work, providing written reports and updates as required.
- To ensure the effective recruitment, management, supervision, appraisal, and development of departmental staff to ensure high quality performance and achievement of the organisation's objectives.
- To work in collaboration with other departments to facilitate the collection of evidence, data and research on issues impacting on SBS' service users, such as immigration, family, and other areas of policy and law, ensuring the sharing of such evidence both internally and the wider public.

General Responsibilities

- To adhere to SBS policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work.
- To ensure compliance with all legal and contractual reporting requirements in relation to service delivery.
- To attend team/staff meetings, supervision/appraisal, and other meetings as appropriate.
- To undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects, and campaigns.

It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.

Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities you have gained in both paid and/or unpaid (volunteer) work in relation to the person specification criteria below.

Specification	Essential or Desirable
Experience	
Senior level experience of delivering campaigns and partnership programmes in a relevant social policy or human rights field	E
Experience of mobilising mass support from the public and people directly affected by an issue to achieve meaningful change in policy and legislation	E
Experience of planning and managing public policy communications and/or campaigns strategies	E
Experience of successfully overseeing partnership projects and contracts	E
Experience of writing briefings and reports for a political audience	E
Experience of developing engaging policy and campaign literature	E
Experience of managing staff	E
Experience of working with survivors of domestic violence and other forms of violence against women and girls	D
Knowledge	
A working knowledge of current issues impacting SBS' work, notably immigration legislation, policing, social housing, health, government responses to VAWG, and religious fundamentalism	E
An understanding of intersecting power relations that impact on the lives of Black and minoritised women in the UK	E
A strong understanding of the political environment and the role public campaigning and engagement can play in influencing change	E
A detailed understanding of Westminster, Whitehall, and local government, including the interface between local authorities, national government, political parties and opinion-formers	E
Skills	
Excellent communication and interpersonal skills, including the ability to write accessible and persuasive briefings, reports, and campaign content, and represent an organisation externally at senior levels	E
Ability to carry out in depth analysis of complex policy information and disseminate it to key audiences	E
Ability to build and maintain effective working relationships with other teams and service users to collect data and case studies to ensure SBS's work is informed by the experiences of its clients	E
Ability to demonstrate empathy for the issues and barriers faced by Black and minoritised women	E
Ability to use the Microsoft Office suite and case management systems	E
Ability to work flexibly and proactively, with strong organisational and administrative skills	E
Personal Attributes and Circumstances	
A strong commitment to tackling all forms of violence against women and children within a secular framework, and to fighting for the freedoms and rights of women and girls	E

Due to the nature of our work, this post is open to Black and minoritised women only (exempt under the Equality Act 2010 Schedule 9, Part 1).