



Job Description and Person Specification

Post Title:	Policy and Advocacy Officer.
Contract Type:	Fixed Term (until March 2028 with a view to extend subject to funding).
Hours:	Full Time (35 hours per week).
Salary:	£30-33k (depending on qualifications and experience).
Place of Work:	Southall (up to 2 days WFH).
Responsible to:	Policy, Campaigns and Partnerships Manager.

Job Purpose:

The postholder will play a vital role in advancing Southall Black Sisters' (SBS) policy, communications and public affairs work. This includes shaping and delivering strategies that:

- Promote SBS's mission to end violence against women and girls (VAWG), particularly for Black, minoritised and migrant (BMM) women and girls.
- Influence public policy and legislation to secure justice, safety and rights for Black, minoritised and migrant women and girls.
- Strengthening the public voice and visibility of SBS through impactful communications and campaigning.

They will work closely with senior staff, partner organisations and stakeholders to ensure that SBS's policy positions, campaigns and services are effectively communicated, and that the lived experiences of the women and girls SBS supports are at the forefront of public and political discourse.

Duties and Responsibilities

1. Policy and Public Affairs

- Contribute to the delivery and monitoring of SBS's influencing strategy on issues affecting Black, minoritised and migrant (BMM) women and girls experiencing VAWG.
- Draft policy briefings, consultation responses, research summaries, press releases and other external communications.
- Monitor policy and legislative developments and support the team with timely updates and recommendations.
- Undertake desk-based research and data collection to support evidence-based policy positions.





- Assist in developing policy materials that reflect the experiences and priorities of SBS's service users.
- Support collaboration across SBS teams to ensure policy positions reflect the lived experiences of our frontline services and the women and girls we support.

2. Stakeholder Engagement and Parliamentary Work

- Support the coordination and administration of SBS's involvement in an All-Party Parliamentary Group (APPG) on BMM and VAWG
- Help maintain relationships with external partners, MPs, peers and civil servants to support advocacy goals.
- Represent SBS at selected external meetings, roundtables, and events when appropriate.
- Provide administrative and communications support to stakeholder engagement activities.

3. Network Support

- Support the development and maintenance of a UK-wide BMM VAWG Network, including coordination of meetings, communications, and resources.
- Assist with information-sharing across the network and contribute to the production of newsletters, updates, and policy alerts.

4. Communications and Campaigns

- Support the delivery of communications campaigns in collaboration with the wider team.
- Draft and schedule content for SBS's digital channels (e.g., website, social media), and help monitor performance.
- Identify opportunities to raise awareness of SBS's work and help respond to public or media enquiries.
- Support the maintenance of the policy and campaigns content on the SBS website.

5. Public Awareness and Training

- Assist in the planning and delivery of public education events such as webinars, seminars and conferences.
- Provide support to training and community engagement activities delivered by SBS.
- Contribute to raising public awareness of VAWG and the experiences of BMM victim-survivors through written and verbal communications.





6. Monitoring, Learning and Development

- Track the impact of policy and public affairs activities and contribute to internal monitoring reporting.
- Participate in supervision, appraisal and training opportunities to maintain and develop relevant knowledge and skills.
- Support internal record keeping, evaluation, and knowledge-sharing processes.

7. General Responsibilities

- Promote and reflect SBS's values in all areas of work, including respect for the rights, dignity, and the agency of Black, minoritised and migrant women and girls.
- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required.
- Be responsible for individual work plan activity and work with the team manager to set and agree on clear objectives, as well as regularly monitor performance against workplan requirements
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description
- As needed, assist in the organisation of SBS conferences and or events
- Responsible for undertaking any other duties appropriate to the post.
- Adhere to SBS's policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work
- Ensure compliance with all legal and contractual reporting requirements in relation to policy advocacy
- In conjunction with Line Manager and Head of Service to attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate
- Undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects and campaigns.
- Adhere to SBS's policies and procedures and actively uphold SBS's core values-including anti-racism, secularism, intersectional feminism, and a commitment to human rights and social justice-across all areas of work.





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 gained through paid and/or unpaid work (e.g., volunteering or campaigning).

Key:

E = Essential (must-have criteria)

D = Desirable (criteria that will strengthen your application)

*** = Criterion used for shortlisting**

Qualifications and Experience		
Specification	E/D Shortlisting	Assessed via
Working in a policy or campaigns role, or demonstratable transferable experience/qualifications.	E*	Application & Interview
Experience of developing and analysing policy documents.	E*	Application & Interview
Experience of using multiple social media platforms and websites to communicate clear and accessible messages and promote activities.	E*	Application & Interview
Experience of working across teams or with multiple stakeholders to coordinate policy advocacy.	E*	Application & Interview
Experience of supporting the delivery of in person and virtual events with multiple contributors.	D	Interview
Evidence of engaging government, parliamentary and statutory professionals.	D	Interview
Knowledge		
Specification	E/D Shortlisting	Assessed Via
A good understanding of the experiences and needs of women and children affected by violence and abuse, honour-based abuse and the immigration system.	E*	Application & Interview
Understanding of the role of awareness raising in informing communities and enabling prevention and early intervention.	E*	Application & Interview



Understanding of intersectional feminism and how it would apply to a communications and campaigning role within a charity.	E*	Application & Interview
Understanding of the use of branding and marketing to promote services, social change messages and/or engage audiences in activities.	E	Interview
Knowledge and understanding of the work of SBS	D	Interview
Skills		
Specification	E/D Shortlisting	Assessed Via
Excellent written and visual communication skills	E*	Application & Interview
Ability to produce compelling and well-evidenced policy documents	E*	Application & Interview
Ability to build effective relationships with colleagues and external partners	E*	Application & Interview
Strong IT skills, including social media platforms (X, Instagram, LinkedIn, TikTok, etc.) and management tools such as Hootsuite, Google Analytics	E	Interview
Adaptable and solution-oriented with a proactive and positive approach	E	Interview
Ability to respond to competing demands and adapt to change	E	Interview
Ability to work on own initiative and prioritise workload effectively	E	Interview
Other		
Specification	E/D Shortlisting	Assessed Via
Commitment to anti-discriminatory practice and equal opportunities with an intersectional lens	E*	Application & Interview
Evidence of commitment to the values, vision, and mission of SBS	E*	Application & Interview
Willingness to attend occasional evening and weekend meetings	E	Interview