



Southall Black Sisters

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Role

Senior Legal, Policy and Campaigns Officer

About the Role

The Senior Legal, Policy and Campaigns Officer will help to co-ordinate, assist and lead on delivering SBS' key work in this area, including mounting legal interventions and challenges, making policy submissions, writing reports, researching, campaigning and lobbying, managing a small caseload and speaking at public events and to the media. The successful candidate will help to facilitate service user involvement and gather data, evidence, case studies and testimonies to support key areas of SBS' legal, policy and campaigning work.

The role is multi-dimensional and cross-cutting, and the candidate will be expected to produce high-quality work which consistently meets key SBS objectives.

The ideal candidate will have strong (at least three years) experience in legal and policy work and will be critical, well-organised, thoughtful and analytical in her approach. She will bring expertise and skills, but also be willing to acquire new skills and knowledge, and manage a dynamic and varied workload whilst working to often tight and competing deadlines. She will enjoy the challenge of working in a fast-paced environment whilst maintaining focus and professionalism at all times.

Passion, a one hundred percent commitment to the objectives and values of the organisation and collaborative working lie at the heart of SBS' work. The candidate will be expected to show initiative and be willing and able to work effectively and flexibly both independently and as part of a team.

Job Purpose

To work closely with and assist the Southall Black Sisters (SBS) Director with policy, research, campaigns and strategic litigation work.

Responsible to

Director of Southall Black Sisters.

Working with

Director, Advocacy and Operations Manager

Supervising Staff

Support and facilitate volunteers and other contributors (with a view to taking on senior management responsibilities and supporting other staff)

Hours of Work

Full-time, 35 hours per week.
Some evening and weekend work will be required, including travel outside of London.

Salary Scale

Range: £33,294 to £36,711 (inclusive of OLW) per annum depending on experience.

Commitment

The Officer must be wholly committed to the aims and objectives of Southall Black Sisters, and to working in the women's rights sector generally.

Senior Legal, Policy and Campaigns Officer Duties and Responsibilities

1	To lead, co-ordinate and assist in managing and undertaking SBS legal, policy, research and campaigning work.
2	To lead and assist with specialist advocacy work and strategic litigation, both of which will involve direct client contact.
3	To review casework files to action test cases.
4	To represent SBS at relevant local and national forums and events, conferences, seminars and other engagements including the media.
5	To actively participate in policy making processes and consultative exercises.
6	To facilitate the collection of evidence/data/research on issues impacting on SBS' beneficiaries, such as immigration, family, and other areas of policy and law, ensuring the sharing of such evidence both internally within policy work and the wider public.
7	To collate cases, data, and other relevant information from the SBS Advocacy team for the purpose of funding applications and to draft reports/submissions, witness statements, policy documents and any other evidence when required.
8	To write and assist in the preparation of expert reports, written submissions, consultation responses, and campaigning materials.
9	To manage and assist in training and other seminars and/or representation and campaigning work on behalf of SBS.

10	To assist and contribute to the development of the SBS website, social media and other forms of communication.
11	To supervise other relevant staff and volunteers in connection with the duties of the role.
12	To contribute to SBS record keeping and provide information for monitoring, evaluation, policy, research and training purposes.
13	To manage and assist in the maintenance of the SBS library and archives.
14	To maintain and develop SBS casework management systems, and monitoring and evaluation systems and records.
15	To maintain an active current awareness of local and national policy issues relevant to the work of SBS.
16	To proactively develop and maintain relationships with relevant local and national policy makers and bodies on relevant issues impacting on black and minority women and girls.
17	To record, monitor, evaluate and report on activities and progress towards agreed outputs and outcomes to the Director.
18	To design and deliver training or briefing sessions.
19	To undertake all other work that maybe required by the Director as and when necessary to ensure the smooth running of the organisation and its services and projects.

Organisational Duties and Responsibilities

1	To comply with SBS safety requirements, including but not limited to keeping the premises clean and tidy and assisting with maintaining the premises to comply with health and safety procedures.
2	To attend staff and management meetings, training, supervision sessions and other meetings when required.
3	To assist in maintaining high standards in all aspects of the organisation's work; this includes complying with and promoting issues of confidentiality, equal opportunities and other organisational policies and procedures.
4	To actively contribute to the organisation's cohesion, encouraging cross-team working and problem - solving approaches, assisting other colleagues when required.
5	To take a personal responsibility for keeping up to date with issues affecting Black and minority women and the work of the organisation.
6	To work consistently with the SBS mission, strategic planning and policies, meeting goals and priorities agreed with the Director.
7	To promote positive awareness of SBS and its activities and foster strong relationships with SBS members, contacts and partners.
8	To be self-servicing and carry out own administrative duties in a timely manner.
9	To undertake any additional duties which will contribute to the smooth running of the SBS Centre, services and projects.

10	To participate in SBS activities when required.
11	To have a strong commitment to supporting the inclusion and participation of service users.

Person Specification

The person appointed to this post must demonstrate that she has the following general characteristics, skills, knowledge and experience. Essential criteria are indicated by **(E)** and desirable criteria by **(D)**.

General Characteristics and Knowledge

(E)	Commitment to the aims, objectives and working practices of SBS.
(E)	Knowledge and awareness of issues affecting Asian, African and Caribbean women, especially in respect of violence against women, state responses, racism and religious and cultural constraints.
(E)	Commitment to challenging poverty and all forms of inequality and injustice.
(E)	Commitment to creating and maintaining secular spaces necessary to build solidarity across different ethnic and religious backgrounds.
(E)	Be able and willing to work flexible hours, including weekends and evenings where necessary.
(E)	Have an understanding and commitment to shared responsibility in a team context and be able to put this into practice.
(E)	Be willing to undertake or assist with wider campaigns arising from advice and casework.
(E)	Be willing to undertake public speaking, training, seminars and media work where required.

Experience

(E)	A degree or equivalent level professional qualification.
(E)	Strong (at least three years) of experience of working in the legal or policy sector, including legal, research and policy and campaigning experience on gender and race equality issues.
(E)	An excellent understanding of equalities and human rights law and social policy and a genuine commitment to equality, diversity and non-discriminatory practice.
(E)	Excellent working knowledge of relevant legislation and policy in relation to violence against women, immigration/asylum law and policy, criminal and civil justice, family, welfare and housing law.
(E)	Sound experience of preparing reports, policy submissions and evidence to statutory or professional bodies.
(E)	An in-depth understanding of the local and regional understanding of violence against women and girls services.

Skills

(E)	Strong verbal, written and analytical skills and ability to pay attention to detail.
(E)	An ability to understand, assimilate and summarise complex information and recommend options.
(E)	Excellent listening skills and the ability to show empathy and resilience when engaging with service users.
(E)	Ability to work on own initiative and as part of a team without close supervision.
(E)	Strong organisational skills and the ability to work effectively under pressure including prioritising workload and meeting competing deadlines.
(E)	Excellent IT skills including a strong working knowledge of Microsoft Office programs.
(E)	The ability to confidently engage with a diverse range of people at all levels, including at public events and press enquiries.
(E)	The ability to plan, promote, organise and deliver events, workshops, seminars and conferences as required.
(D)	The ability to speak Hindi, Urdu or Punjabi.