

Advocacy Coordinator

Job description

HIAS+JCORE is looking for a driven and passionate person to develop, manage and implement the organisation's advocacy work

Post: Advocacy Coordinator

Salary: £28,000 (pro-rata)

Hours: 21 hours per week. Flexible working; some evening and weekend work will be required.

Responsible to: Executive Director

Location: Hybrid working between home and our North London office space.

Applicants must be UK based either in London/the South-East, or be willing to relocate. We are only able to consider applicants who have the right to work in the UK. JCORE is unable to sponsor working visas to the UK.

We particularly encourage applicants from people with lived experience of the asylum system.

About HIAS+JCORE

HIAS+JCORE is the UK Jewish voice on refugees and racial justice. Our work is driven by the belief that the Jewish community should play an active part in building a society in which refugees are able to live in dignity where the UK is a welcoming place free from racism.

Our organisation came into this form through the joining of forces in 2023 between two organisations: the Jewish Council for Racial Equality (JCORE) and HIAS. We are now embarking on our next stage as an organisation having launched our 2024-27 strategy, which outlines exciting plans for growth and development.

RESPONSIBILITIES

Developing our advocacy work

1. Play a leading role in developing and delivering effective campaigns with a good understanding of influencing tactics such as media engagement and popular mobilization.
2. Lead on the development of policy briefs and other materials to underpin our campaigns and advocacy work.
3. Develop and lead advocacy strategies for each of our campaigns.
4. Provide regular updates and analysis of our advocacy work to all relevant staff, as well as allies and funders where appropriate.
5. Ensure that all activities involve and take the lead from those with lived experience of forced migration.

Building and maintaining our advocacy presence

1. Develop a power map of key influencers in relevant institutions in the UK, identifying existing gaps and working with others to fill these as appropriate.
2. Support the planning and delivery of HIAS+JCORE's advocacy outreach within parliament, governmental departments, local authorities and beyond, deliver agreed elements of this and lead relationships with relevant partners.

3. Co-ordinate our parliamentary lobbying, engaging with MPs, advisors and other targets, working closely with the Executive Director who will hold relationships with a small number of senior parliamentarians.
4. Form strong relationships with local authorities and trade unions to grow our allies and supporter base to galvanise greater influence.

Building and maintaining relationships across networks

1. Develop strong relationships and alliances with other organisations and key interest groups, and lead in implementing shared plans.
2. Provide support to colleagues and partners across networks and coalitions.

Administration and Evaluation

1. Working with experts and HIAS+JCORE trustees on developing a monitoring and evaluation framework for projects.
2. Working with HIAS+JCORE staff to secure funding for the project, such as through producing reports.

Other Duties

1. Contributing to HIAS+JCORE communications and campaigns.
2. Attending regular team and supervision meetings.
3. Providing regular reports for trustees and funders.
4. Keeping accurate records.
5. Other duties as required by your line manager.

ABOUT YOU

- Knowledge of campaigns that have achieved change in sectors relevant to HIAS+JCORE, and awareness of how these have been developed and implemented.
- Knowledge of the difficulties refugees and displaced people have in accessing services in the UK and engaging with decision making processes; and how refugee community organisations, refugee assisting agencies and the wider voluntary sector can assist.
- Experience of producing researched briefings incorporating policy and data in an engaging manner.
- The ability to keep up with important developments in a rapidly-changing policy environment, and knowledge of the political context and other factors that influence policy development by government, and an ability to spot influencing opportunities and effectively mobilise support to respond to them.
- Proactive in identifying partners across a variety of movements, and maintaining these relationships to strengthen our calls for change.
- Enthusiasm for and experience in cultivating lasting relationships and accountable partnerships with a diverse body of stakeholders and decision-makers.
- Strong project management skills and attention to detail; capable of planning, prioritising, troubleshooting, and evaluating efforts in an ongoing manner.
- Ability to communicate both clearly and effectively in writing and orally, with asylum seekers and refugees, local authorities, MPs, voluntary organisations and other stakeholders.
- HIAS+JCORE is a small busy team that responds quickly to situations that are often fast moving and unpredictable. As a member of this team, you will be flexible in the way that you work and be able to help out with other duties where appropriate.
- Ability to work effectively with, value differences of, and incorporate the experiences and policy impacts on, diverse groups of individuals, including

race, ethnicity, age, gender, sexual orientation, religion, ability and socioeconomic circumstances.

- A genuine interest and knowledge in the sector and a commitment to the aims and missions of HIAS+JCORE.

Experience required

- Experience in budget and project management
- Experience of campaigning
- Experience of organising events
- Experience of producing written briefings