

JOB APPLICATION PACK – PUBLIC AFFAIRS AND COMMUNICATIONS COORDINATOR

Dear Candidate,

Thank you for your interest in the post of Public Affairs and Communications Coordinator. Please find below the following documents that will enable you to apply to this post:

Job Profile and Person Specification

Application Process

Declaration

Please read through the information and submit the required documents along with the sign declaration by

19 September 2020 by 5.00 PM

Applications should be emailed to recruitment@imkaan.org.uk

Interviews for this post are expected to take place by zoom on **28 September 2020**.

Please write PUBLIC AFFAIRS AND COMMUNICATIONS COORDINATOR in the subject heading of the email.

I wish you all the best in this process.

Kind regards,

Baljit Banga
Executive Director

ABOUT IMKAAN

Imkaan was established in 1998 to create a collaborative network for the specialist Black and minoritised women's sector. At the time, Black and minoritised women's organisations did not have a nationally representative body that could advocate on their behalf raising concerns about social justice, the need for greater equality and representation, and the disproportionate impact of funding and resourcing they experienced as a result of structural inequalities. Their voices were seldom heard in shaping policy and strategy and they were often barred from participation in local strategic decision making. They were not a part of the landscape but rather, the landscape was imposed on them, it failed to recognise their needs, and to advocate around their concerns. Imkaan was established to address the gap in representation and to develop itself as a community, sustainability and capacity resource for the sector. Two decades later, Imkaan is an established black feminist organisation based in London, England. It is the only national second tier infra structure support organisation to the Black minoritised women and girls' sector with membership in England, Scotland and Wales. Imkaan currently has a membership of 41 organisations.

Imkaan undertakes work around sustainability protecting services through support and strategic advocacy enabling organisations to deliver life-saving support to Black and minoritised women and girls. Imkaan works to achieve systemic change through the ongoing inclusion of Black and minoritised women and girls in all aspects of society. Imkaan works around human rights, social justice and equalities frameworks. Imkaan's approach to intersectionality identifies how multiple and interlocking oppression including age, class, caste, ethnicity, race, gender, sexual orientation, disability and migrant status among others affects the lives of women and girls. Through this approach Black and minoritised women and girl's lived experiences are not reduced to tick box exercises, redefined as fit one size fits all, or subjected to marginalisation. Using intersectionality, Imkaan moves Black and minoritised women and girls experiences from the margin to the centre. Imkaan's core activities have been developed around three overlapping strands – development, research and strategic advocacy. The Policy and Public Affairs activity sits predominantly in the strategic advocacy strand and brings together policy, public affairs, strategic advocacy and strategic communication.

For more information about Imkaan, you are encouraged to visit the website at www.imkaan.org.uk where you will find resources, information and publications which will help you to understand who we are, what we do and how we work.

JOB PROFILE

PUBLIC AFFAIRS AND COMMUNICATIONS

Job Title	Public Affairs and Communications Coordinator
Start Date	1 October 2020
End Date	31 December 2021
Location Address	3 rd Floor, Tindlemanor 52-54 Featherstone Street London EC1Y 8RT
Hours / Week	21
Salary	£19,076 Gross
Reporting To	Head of Policy

Drafted by	Baljit Banga
Date drafted	01.07.20
Review date	31.12.21

ABOUT THIS POST

This post is funded until 21 December 2021 to deliver the strategic communications and public affairs role at Imkaan. The postholder will work alongside the Executive Director and Head of Policy to support lobbying, parliamentary and strategic communications work and deliver on the organisation's communications strategy. The postholder is expected to have knowledge of VAWG and the lived experiences of Black and minoritised women and girls in the context of the work required by this post. The postholder will be able to use diverse media including social media in the everyday delivery of the work. The postholder will have an understanding about how parliamentary processes work to support Imkaan's strategic advocacy and policy work. The postholder will work across the sector and across teams at Imkaan. It is important that the postholder is able to build positive relationships and communicate effectively contributing to building a good team and organisation environment.

SPECIFIC AREAS OF RESPONSIBILITY

Public Affairs

- Support the Executive Director and Head of Policy to stay updated on issues relating to VAWG including research, political positions, policy development and other responses and consultations involving the broader sector.
- Monitor parliamentary debates on VAWG, social justice and equalities issues.
- Support Imkaan to develop responses to consultations and oral evidence sessions at national and local level.
- Cultivate parliamentary contacts, contacts with MOPAC and other regional contact (especially outside of London) and maintain a productive working relationship with them to stay abreast of policy position and other information that may be exchanged that may be useful to the work of Imkaan.
- Support activities to present Imkaan positions (webinars, conferences strategic meetings among other activities).
- Understand how parliamentary process work and establish a database of resources, political contacts and information enabling Imkaan to enhance its influencing role through strategic advocacy and ensure this work is updated and remains timely.
- Arrange meetings with parliamentarians, parliamentary committees, commissioners and others enabling Imkaan to present its positions and build support.
- Work collaboratively across the Imkaan team assisting in research and briefings, supporting members and other areas of work enabling Imkaan can present its positions in the right spaces that will help develop a more effective influencing role.
- Attend meetings and contribute to the strategic work of Imkaan.
- Support and advise Imkaan members on ways they can improve their influence and strategic advocacy.

Strategic Communications

- Manage Imkaan's social media account and ensure Imkaan's social media use and messaging is timely and up to date. This means the postholder will be the main person interacting with social media for example, posting on Imkaan's twitter account.
- Support Imkaan's media and social media presence by serving as the main contact point and person responsible for engaging with these sources.
- Identify stories and case material for the website, publications and other media engagements.
- Use social media to engage meaningfully in key online debates on issues affecting Black and minoritised women and girls and showcase a range of perspectives and experiences.
- Liaise with Imkaan members on a regular basis and highlight their work using social media and other systems to highlight their work to key stakeholders as a way to raise awareness / engagement with the by and for BME ending VAWG sector.
- Support the Executive Director and Head of Policy to develop media briefings on key issues including members' work and areas of concern they have.
- Develop the capacity to provide feedback on media stories and establish spokespeople and/or act as a spokesperson within Imkaan and its member organisations.
- Identify opportunities for Imkaan to contribute to external blogs, publications and campaigns where it serves the core aims of the organisation.
- Cultivate a portfolio of trusted journalists and media contacts.
- Work across Imkaan's services to use social media and media to publicise the work and key issues to generate debate and discussion and contribute to awareness raising on the issues.
- Network building especially delivering on the work funded by ROSA UK.

GENERAL REQUIREMENTS OF POST

Acting in accordance with Imkaan's policies, procedures and ethos including the Equalities and Diversity Strategy - Occupational Health and Safety Policies and Procedures.

Attending and participating in regular training when required.

Supporting Imkaan to organise any events where a team effort is required.

Attending and participating in regular supervision, staff and other meetings as necessary.

Communicating effectively both verbally and in writing in a professional manner, both externally and internally.

Undertaking any duties consistent with the post as may be reasonably requested by the Executive Director or Board of Trustees.

Contribute to the planning and coordination of the yearly AGM and annual report as required.

Working at all times with the best interest of Imkaan in mind and to avoid any action that may cast Imkaan and/or its activities into disrepute.

NOTE ABOUT COVID 19

At Imkaan we are currently working under lockdown conditions and while some sectors have eased restrictions, Imkaan continues to work remotely from home. The postholder will be required to comply with Imkaan's Health and Safety policies and ensure that any staff line managed by the postholder are supported during this time. As such, Imkaan is operating under remote working protocols covering all aspects of our work. The postholder will be required to re-locate to the office once all emergency COVID 19 measures are lifted.

PERSON SPECIFICATION

Essential

- Knowledge of Political Science, Policy Analysis and related Social Science Fields where social policy was critical to the knowledge field.
- Experience working across diverse media including social media like Twitter.
- Experience working in the VAWG sector at a policy, public affairs and strategic advocacy level.
- Experience integrating intersectionality into the work considering perspectives located in black and minoritised services and anti-racism and other related areas.
- Experience of networking and building strategic alliances working with parliamentarians, commissioners and other officials.
- Strategic communication experience interacting with policy.
- Social media experience.
- Able to succinctly summarise information from diverse sources and provide analysis relevant to sector advocacy.
- Specialist support relevant to the black and minoritised women's sector.
- Able to work across a dynamic partnerships and networks demonstrating positive relationship building and management skills.
- Project management, work planning and organisational skills.
- Communication and engagement skills across diverse stakeholder groups, networks and sectors using both verbal and written communication and strong internal communication skills.
- Preparing well analysed information for briefings and presentations.
- Report writing for diverse audiences.
- Organise and deliver regular meetings setting agendas, ensuring minutes are produced and any other actions delivered.
- Teamwork and working as a part of an organisation and partnership in collaborative ways.
- Lone working skills and able to undertake lone working risk assessment and management using the systems at Imkaan including supervision.
- Good IT skills.

Desired

- Knowledge of Safeguarding, Data Protection and Equality Act among other policies relevant to the work including ethical principles governing policy work. We are also looking for knowledge working with Health and Safety and staff risk management as we are working in a COVID environment.
- Experience of strategic policy influencing, communication and building relationships with the VAWG and equalities sectors, government, commissioners and local authorities.

APPLICATION PROCESS

To apply to this post please submit the following:

A Curriculum Vitae and cover letter

Personal Statement (see form below)

Declaration (see form below)

Recruitment Equality and Diversity Monitoring Form (download and complete separately and submit with the application)

PERSONAL STATEMENT

Please submit a personal statement detailing your responses to the following questions: (1) How do you meet the job profile and person specification for this post? (2) Why do you want to work for Imkaan? (3) What contributions to our work would you like to make? (4) What is your understanding of intersectionality.

Requirements for the personal statement: Please do not exceed four pages and use 1.15 line spacing.

DECLARATION

To the best of my knowledge all of the particulars I given are true. I understand that the completion of this form does not guarantee employment, that any false statement may disqualify me from employment to render me liable to summary dismissal. I also understand that no offer of employment made to me will be binding unless confirmed to me in writing. For the purpose of the Data Protection Act 2018, I give my consent to the holding and processing of my personal data by the Organisation for all purposes relating to the recruitment and employment process.

Signature	
Date	
Print first name	
Print surname	

Application should be sent to recruitment@imkaan.org.uk by 19 September 2020 by 5.00 PM marked PUBLIC AFFAIRS AND COMMUNICATIONS COORDINATOR. We will only consider application from those who have the right to work.