

| JOB DESCRIPTION | |
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| JOB TITLE | <p>Policy and Public Affairs Specialist</p> <p>This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.</p> |
| TEAM | Policy and Public Affairs |
| SALARY BAND | <p>£30,500 - £34,000*</p> <p><i>*negotiable within salary band, depending on experience</i></p> |
| REPORTING TO | Head of Policy and Public Affairs |
| RESPONSIBLE FOR | N/A |
| DURATION | Two years |
| LOCATION | Hibiscus Head Office and across London, with flexible working arrangements considered. |
| HOURS | Full time (35 hours per week) |
| PURPOSE OF ROLE | <p>To lead on planning and delivering Hibiscus' work on addressing racial and intersectional inequalities in the Criminal Justice and Immigration systems and reducing imprisonment and detention of Black and minoritised migrant women.</p> <p>Engage and develop relationships with key political and parliamentary stakeholders, including policymakers, civil servants, politicians, and local authority representatives.</p> <p>Developing and delivering a variety of public affairs initiatives to inform decision-makers and influence policy in Criminal Justice, Immigration and Violence Against Women and Girls (VAWG) sectors.</p> <p>Collaborate with other specialist and third-sector organisations to campaign for policy change and increase policy and decision-makers awareness of the issues Hibiscus works on.</p> |

KEY RESPONSIBILITIES

POLICY AND INFLUENCING

- Submit written evidence to inquiries, petitions, stats, case studies, MP briefings, and joint letters to parliamentary committees on relevant policy and legislation.
- Write press releases and statements to address prison and immigration reforms, identifying the gaps of adequate support for women in contact with the immigration and criminal justice systems, and addressing the lack of cross-government strategic leadership.
- Drafting policy recommendations, reports, and consultation responses to influence Parliament, the Ministry of Justice and the Home Office on issues related to Black and minoritised migrant women in contact with the Criminal Justice and Immigration systems.
- Develop, research and write reports and produce advocacy materials for a range of audiences on the impact of trafficking, VAWG, homelessness, destitution, imprisonment, and detention on migrant women.
- Research, collect, and analyse external and internal quantitative and qualitative data relevant to our work.
- Contribute to strategic policy work, including influencing policymakers, participating in strategic-level groups, and building and maintaining relationships with policy stakeholders.

PUBLIC AFFAIRS

- Raising awareness and creating content on the disproportionate treatment of Black and minoritised migrant women within the Criminal Justice System (CJS).
- Identify opportunities, influence parliamentary processes, monitor developments, and shape approaches around Black and minoritised migrant women through policy reports, briefings, and consultation responses.
- Maintain a stakeholder management database; prepare communications, reports and policy briefings for internal and external audiences and help ensure our systemic and practice work has an impact.
- Support the design and delivery of awareness campaigns and policy priority areas related to Hibiscus' work.
- Support Hibiscus' Head of Policy and Public Affairs with parliamentary and local government engagement.

PARTNERSHIPS AND ALLIANCES

- Lead Hibiscus' partnership work on the Women's Justice Reimagined project, which collectively advocates for the reimagining of the Criminal Justice System so that Black minoritised migrant women and girls no longer face unequal treatment and outcomes.
- Build on Hibiscus' policy work to raise our profile by representing the organisation at various external events, advisory and working groups, including delivering presentations and workshops.
- Create alliances with other organisations in the sector to produce joint letters and messages and work collaboratively to use available resources better.

CO-PRODUCTION WORK

- Oversee the development of Hibiscus' co-production work led by the Policy and Community Project Worker.

COMMUNICATIONS

- Communicate clearly across multiple platforms and with service users, staff members, and external stakeholders.
- Communicate confidently and informedly, per the organisation's established policies, practices, and priorities, to maintain and enhance Hibiscus' credibility.
- Maintain positive working relationships with partner organisations and other relevant voluntary and non-voluntary sector organisations.
- Support the Policy and Public Affairs team in producing social media content relevant to Hibiscus' work.

LEARNING AND DEVELOPMENT

- Maintain knowledge and understanding of relevant safeguarding policies and procedures.
- Undertake training to keep abreast of developments in the critical areas of criminal justice and immigration policy and legislation that inform Hibiscus' work.
- Have an awareness of and commitment to Hibiscus's ethos, aims and objectives.
- Keep abreast of policy and operational developments in your area of work.

FURTHER INFORMATION

- The post holder must always carry out duties and responsibilities in accordance with Hibiscus' equal opportunities policies and procedures.
- The post holder must ensure that the personal information of service users, members of staff and all other individuals is accurate and kept secure and confidential at all times, in compliance with the Data Protection Act 2018.
- The post holder is expected to continuously take responsibility for self-development and undertake on-the-job and other training as required.
- The post holder is required to fully familiarise themselves with and comply with Hibiscus policies and procedures.
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report any untoward accident or incident in a potentially hazardous environment as necessary.
- The post holder will be subject to checks by the Disclosure and Barring Service.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to their grade that are not listed above at the direction of their line manager.

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PERSON SPECIFICATION

ESSENTIAL

- Demonstrable experience in developing and implementing successful public affairs strategies and plans to build relationships with policymakers at different levels to ensure Black and minoritised migrant women's experiences inform decision-making in government and across the Criminal Justice and Immigration sectors.
- Experience working in the UK political context to influence change, including knowledge of parliamentary processes and engagement with parliamentarians and parliamentary committees.
- Showcase knowledge and experience in collecting quantitative and qualitative research methods to produce evidence-based reports, press statements, and legislative policy briefings for internal and external audiences.
- Excellent verbal and written communication and interpersonal skills to negotiate and create impact to influence stakeholders and work collaboratively with colleagues.
- In-depth knowledge and awareness of UK legislation, political developments and government institutions related to Criminal Justice, VAWG and Immigration sectors.
- Ability to analyse government and public policy reports, develop consultation responses and provide accurate, concise, and accessible briefings and social media posts on complex subjects.
- Commitment to Hibiscus's ethos aims and objectives, including having an intersectional and anti-racist approach to the work.
- Strong self-awareness and ability to prioritise and manage workload under pressure.
- Demonstrable experience of emotional resilience, especially when dealing with complex and sensitive situations.
- Good organisational and administrative skills.
- Commitment to learning and continuous professional development.

DESIRABLE

- Knowledge and understanding of the Data Protection Act and GDPR.
- Speak another language other than English.
- Experience in managing research contracts.
- Sound awareness and commitment to safeguarding practices and policies and promoting safeguarding among clients and colleagues.
- Lived experience of any of the issues Hibiscus works on.