

# Policy & Advocacy Manager (Refugees and Asylum Seekers)

<b>Job Level</b>	5	<b>Job Reference No:</b>	10963
		<b>Role Review Date</b>	December 2024
<b>Directorate</b>	Strategy & Communication	<b>Function</b>	Policy & Advocacy
<b>Service</b>		<b>Reports to</b>	Head of Policy

## Scale and scope of role

<b>Direct Reports</b>	Up to 4	<b>Indirect reports</b>	0
<b>Budgetary responsibility/ accountability</b>	Up to £10,000	<b>Accountable for other resources</b>	None

## Context

We help anyone, anywhere in the UK and around the world, to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

## Our values and principles

**Our values** (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

## Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

## About the department

The policy, research and advocacy department creates change to improve people's lives. We identify problems and drive forward solutions by listening to people with lived experience and amplifying their voices, conducting new research, using evidence from our services and beyond, and working with others. We use these insights to develop recommendations and influence decision makers to change their policy, practice, and systems for the better. We are committed to alleviating human suffering through advocacy and using our fundamental principles of neutrality and impartiality to our strength. We are proud to be kind and empathetic, passionate about our causes, pragmatic and focused on impact and evidence driven.

## Purpose of the role

The Policy & Advocacy Manager (Refugees & Asylum) is responsible for designing and delivering an impactful policy and advocacy programme focussed on improving the UK asylum system.

## Key Responsibilities

### **Strategic design and delivery:**

- Design and deliver policy advocacy strategies and plans for our work related to the UK asylum system
- Monitor and analyse trends, activity and policy to inform the team's policy, research and advocacy prioritisation
- Work closely with colleagues from Public Affairs to ensure policy development informs and supports engagement with Parliamentarians across the 4 UK Nations
- Provide strategic and tactical advice, including to senior management as needed
- Play an active role in the wider management of the Policy, Research and Advocacy Team

### **Policy and advocacy:**

- Lead on developing policy solutions for people seeking asylum and refugees in the UK
- Identify evidence gaps and work with British Red Cross research functions and external partners to produce impactful research
- Ensure the experiences of the people we support through our services are reflected throughout our policy and advocacy work
- Deploy tactics to influence legislation, draft papers and respond to consultations
- Be an external representative, building and maintaining significant stakeholder relationships, including in government
- Build the profile of British Red Cross work and policy expertise on the UK asylum system, increasing favourability and likelihood to support amongst decision makers and influencers

### **Team Leader:**

- All team members understand their responsibilities and objectives
- All resources involving staff managed in accordance with British Red Cross policies and procedures
- All staff are kept informed of relevant organisational plans and updates on development

- Team ideas and comments are communicated and forwarded appropriately

**Team Member:**

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamic)

**Leadership Behaviours:**

- Authentic, consistent and honest leader
- Actively listens and allow others to be heard
- Adaptable to changing needs, pressures and opportunities
- Empowers others based on skills and expertise
- Dynamic, inclusive, compassionate and courageous

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Pre- engagement checks**

**Criminal Records**

**Type of criminal record checks required for this role**

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

**Drivers Checks**

> Required No
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## Person Specification

		Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)		
			S	I	A
<b>Knowledge and Skills</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Demonstrable understanding of evidence-based public policy making</li> <li>&gt; Proven and demonstrable verbal and written communication skills, with the ability to translate complex policy ideas into a persuasive format for a variety of audiences</li> <li>&gt; Strong influencing and networking skills</li> <li>&gt; Demonstrable understanding of how to effectively support the delivery and development of others</li> </ul>	S	I	
	Desirable	<ul style="list-style-type: none"> <li>&gt; Knowledge of the UK asylum system</li> <li>&gt; Demonstrable interest in the work of the British Red Cross and International Red Cross and Red Crescent Movement</li> <li>&gt; Lived experience of forced displacement</li> </ul>	S S S	I	
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Significant experience of roles within in public/social policy, advocacy or similar</li> <li>&gt; Experience of working with colleagues to design and deliver engagement and influencing strategies</li> <li>&gt; Experience of building impactful relationships with external stakeholders and decision-makers</li> <li>&gt; Experience of successfully managing a number of different projects at any given time, completing them to a high level of quality</li> <li>&gt; Experience of providing strategic and tactical advice, including to senior management</li> </ul>	S S S S	I I I	
	Desirable	<ul style="list-style-type: none"> <li>&gt; Line management experience</li> <li>&gt; Experience of working in the voluntary and community sector or within government in the UK</li> <li>&gt; Experience working directly with people with lived experience of an issue to inform policy and/ or influencing strategies.</li> </ul>	S S S	I	

<b>Behaviours</b>	<p><b>Focussing on people in crisis</b> - Always asks ‘what does this mean for people in crisis?’</p> <ul style="list-style-type: none"> <li>&gt; Puts people in crisis at the heart of what they do</li> <li>&gt; Thinks from a people in crisis Perspective</li> </ul> <p><b>Working collaboratively</b> - Pro-actively works across boundaries and hierarchies</p> <ul style="list-style-type: none"> <li>&gt; Pro-actively works across boundaries to raise or solve issues</li> <li>&gt; Involves others by encouraging participation in order to develop agreed solutions</li> <li>&gt; Is able to see things from others’ perspectives and to make compromises to create solutions which work for everyone</li> </ul> <p><b>Communicating and influencing</b> - Takes multiple steps to communicate and influence</p> <ul style="list-style-type: none"> <li>&gt; Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively</li> <li>&gt; Influences others using compelling, well thought through arguments to build support and engagement</li> <li>&gt; Provides explanations, raises awareness of issues and sends consistent messages in order to support progress</li> </ul> <p><b>Leading and engaging</b> - Builds team commitment and engagement</p> <ul style="list-style-type: none"> <li>&gt; Helps team members to understand the bigger picture in a way that is meaningful and engaging for them</li> <li>&gt; Is approachable, empathetic and supportive, helping people to solve problems, address issues or adapt to change</li> <li>&gt; Consults the team/individuals on issues that affect them</li> <li>&gt; Supports and motivates others and demonstrates fairness in order to achieve shared objectives</li> <li>&gt; Understands and lives the British Red Cross Fundamental principles and values and encourages others to do the same</li> </ul>		
	<b>Additional requirements</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Ensures inclusive practice and promotes diversity</li> <li>&gt; Ability to travel across the UK on occasion as and with notice</li> </ul>
Desirable			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.