

Staff Role Profile: Policy and Advocacy Officer

Job Level	3	Job reference No.	
		Role review	
Directorate	CEO's Office	Service/Function	Policy, Research and Advocacy
Reports to	Policy and Advocacy Manager (Refugees & Asylum)		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	None	Accountability for other resources	None
Reach and impact	This role is responsible for delivering policy and advocacy activities across British Red Cross policy priorities – with an initial focus on refugee and asylum policy.		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis. We enable people in the UK and abroad to 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 global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the International 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, focused on impact and evidence driven.

Purpose of the role

The Policy and Advocacy Officer will support the British Red Cross to develop and drive forward policy and practical solutions, including a specific focus on support for refugees and people seeking asylum in the UK at least initially.

Main Responsibilities

Policy Development

- Support the development of policy solutions across British Red Cross UK advocacy priorities.
- Help ensure the experiences of the people we support through our services are reflected throughout our policy and advocacy work.
- Work closely with operational colleagues and develop an excellent working knowledge of our services to inform our policy and advocacy.
- Work with the policy research team to deliver and promote new policy research.
- Work in collaboration with people with lived experience of crisis in the UK to help develop and drive forward policy solutions.

Communicating and advocacy

- Support the department to design and deliver impactful advocacy strategies by working closely with the public affairs and media teams, and manage specific advocacy projects.
- Support strategic stakeholder engagement to help us influence as effectively as possible across the UK and, where relevant, internationally.
- Produce written communications to the highest standards, suitable for external publication, including the drafting of well-evidenced consultation responses, policy briefings and positions, and speaking notes.
- Keep up to date on public policy and changes in the external environment, providing timely information and analysis to the organisation.
- 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.

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).

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

> No

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	> Demonstrable understanding of public policy making in the UK.	S	I	
		> Ability to analyse complex ideas and translate these into a persuasive format for a public or political audience.	S	I	A
		> Proven and demonstrable verbal and written communication skills, for a variety of audiences.	S	I	A
		> Strong organisational and project management skills.	S	I	
		> Ability to work as part of a team and build relationships with staff members, at all levels.	S	I	
		> Ability to work on your own initiative.	S		
		> Influencing and networking skills.	S	I	
		> Computer literate, especially in Microsoft Office.	S		
	Desirable	> Knowledge of the UK asylum system, or other British Red Cross policy priorities, including resilience.	S		
		> Knowledge of and/or demonstrable interest in the work of the British Red Cross and International Red Cross and Red Crescent Movement.	S	I	
		> Lived experience of crisis.			

Experience	Essential	<ul style="list-style-type: none"> > Experience of supporting the development of policy solutions. > Experience of analysing complex ideas, policy or research, and drafting briefings. > Experience of successfully managing several projects at any given time, completing them to a high standard. 	S	I	
	Desirable	<ul style="list-style-type: none"> > Experience of working in the voluntary sector or government. > Experience of working directly with people with lived experience of an issue to inform policy and/ or influencing strategies. > Experience of supporting organisations or individuals to build impactful relationships with external stakeholders and decision makers. > Experience of supporting the design and delivery of engagement and influencing strategies. 	S	I	
Behaviours		<ul style="list-style-type: none"> > Focussing on people in crisis: Always asks 'what does this mean for people in crisis?'. > Working collaboratively: Pro-actively builds collaborative relationships internally and externally. > Communicating and influencing: Takes multiple steps to communicate and influence. > Solution focussed: Uses a range of methods to identify solutions and make decisions, involving others where appropriate. 		I	
Additional requirements	Essential	<ul style="list-style-type: none"> > Ensures inclusive practice and promotes diversity. > Able to travel, including some (infrequent) overnight stays when necessary. 		I	

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.