

Senior Policy & Advocacy Officer (Refugees and Asylum)

Job Level	4	Job reference No.	
		Role review	March 2025
Directorate	CEO's Office	Function	Policy
Service	Policy and Advocacy	Reports to	Policy and Advocacy Manager (Refugees and Asylum)

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	None	Accountability for other resources	None

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 vulnerable 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 Senior Policy and Advocacy Officer is responsible for developing and helping the team drive forward policy and practical solutions for refugees and people seeking asylum in the UK. The post holder will promote our advocacy both internally and externally and make a significant contribution to the furthering of our advocacy priorities.

Key responsibilities

Policy Development

- > Lead on developing policy solutions for refugees and asylum seekers in the UK.
- > 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 identify, carry out and commission new research to support and develop policy and advocacy priorities.
- > Work in collaboration with people with lived experience of being a refugee or seeking asylum in the UK to develop and drive forward policy solutions.

Communicating and advocacy

- > Support the design and delivery of impactful advocacy strategies by working closely with the public affairs and media teams.
- > Support strategic stakeholder engagement to allow us to influence as effectively as possible across the UK and, where relevant, internationally. Identify key contacts in government, national and international stakeholders, and ally organisations and develop and maintain effective relationships at the appropriate level, including with strategic coalitions.

- > Produce written communications to the highest standards, suitable for external publication, including the drafting of well-evidenced advocacy reports, opinion pieces, consultation responses, policy briefings and positions, and speeches.
- > Provide expert advice across your brief to senior leaders and directors. Keep up to date of public policy and changes in the external environment, feeding back timely information 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

> Required No

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<p>Demonstrable understanding of public policy making.</p> <p>Ability to translate complex policy ideas into a persuasive format for a public or political audience.</p> <p>Proven and demonstrable verbal and written communication skills, for a variety of audiences.</p> <p>Ability to work as part of a team and build relationships with staff members, at all levels.</p> <p>Ability to work on your own initiative.</p> <p>Strong influencing and networking skills.</p> <p>Computer literate, especially in Microsoft Office.</p>	S S S S S	I I I I	A A A
	Desirable	<p>Knowledge of the UK asylum system.</p> <p>Knowledge of and/or demonstrable interest in the work of the British Red Cross and International Red Cross and Red Crescent Movement.</p> <p>Lived experience of forced displacement.</p>	S S S	I	
Experience	Essential	<p>Experience of roles in public/social policy, advocacy or similar.</p> <p>Experience of building impactful relationships with external stakeholders and decision-makers.</p> <p>Experience of successfully managing a number of different projects at any given time, completing them to a high level of quality.</p> <p>Experience of supporting the design and delivery of engagement and influencing strategies.</p>	S S S S	I I I	
	Desirable	<p>Experience of working in the voluntary sector or government.</p> <p>Experience of providing strategic and tactical advice, including to senior management</p> <p>Events organisation and delivery.</p> <p>Experience working directly with people with lived experience of an issue to inform policy and/ or influencing strategies.</p>	S S S	I I I	

Behaviours	Focussing on people in crisis: Always asks ‘what does this mean for people in crisis?’: Puts people in crisis at the heart of what they do Thinks from a people in crisis perspective Working collaboratively: Pro-actively builds collaborative relationships internally and externally: Takes the time to be curious, gets to know others and their perspective, formally and informally Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions Helps others to understand the common ground Communicating and influencing: Takes multiple steps to communicate and influence: Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively Influences others using compelling, well thought through arguments to build support and engagement Provides explanations, raises awareness of issues and sends consistent messages in order to support progress Solution focussed: Sees multiple connections: Defines the desired outcome by breaking the situation down into component parts Identifies trends and questions inconsistencies in information/data Anticipates obstacles, thinks ahead about next steps and contingencies Uses a range of methods to identify solutions and make decisions, involving others where appropriate				
	Additional requirements	Essential Ensures inclusive practice and promotes diversity. Able to travel, including some (infrequent) overnight stays when necessary.			

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.