



## **SENIOR CAMPAIGNS OFFICER** (January 2021)

UKLGIG, the leading UK charity dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting its first campaigns role dedicated to improving the asylum and immigration system for LGBTQI+ people.

UKLGIG has been supporting LGBTQI+ people through the asylum and immigration system and campaigning for their rights since 1993. We are now looking for a Senior Campaigns Officer to help galvanise a new supporter base in favour of an asylum and immigration system that treats LGBTQI+ people fairly and with dignity, and provides safety to those in need of international protection. This is a unique opportunity to apply your experience and knowledge of public campaigning, building relationships with allies and ensuring meaningful involvement of people with lived experience to mobilise LGBTQI+ audiences to campaign for reform of the asylum and immigration system.

You will:

- Work closely with the Executive Director to develop and deliver an impactful campaign strategy that mobilises new audiences and influencers, particularly those outside the refugee and migration sector, to build pressure for reform of the asylum and immigration system to the benefit of all those who go through it.
- Build relationships with potential allies and mobilise LGBTQI+ audiences to take campaign actions.
- Ensure people with lived experience are meaningfully involved in UKLGIG campaigns.

UKLGIG is committed to equality, diversity and inclusion and we welcome applications from all sections of the community. We will interview all disabled applicants who meet the essential criteria for this vacancy.

Owing to the nature of the work with vulnerable adults, the successful applicant will be required to undergo a basic DBS check and to disclose all unspent criminal records at the point of conditional job offer.

**SALARY:** £31,692 – £35,394 plus statutory employers pension contribution.

**HOURS:** Full-time (35 hours per week). Job sharing will be considered. Occasional work in the evenings and at weekends may be required when face-to-face working resumes but with plenty of notice.

**CONTRACT TYPE:** Permanent

**LOCATION:** UKLGIG's offices are based in Borough, central London. All UKLGIG staff are currently working from home due to Covid-19. A mix of working at home and/or the office is likely for the foreseeable future. When face-to-face working resumes, there might be occasional travel outside London with plenty of notice.

**ANNUAL LEAVE:** 25 days per year, increasing by one day per holiday year after two years of employment up to a maximum of 28 days

**CLOSING DATE:** 10.00 am, Thu 21 January 2021

**INTERVIEW DATES:** 3 and 4 February 2021

**HOW TO APPLY:** Please read the job description and person specification. Email your completed application form and optional monitoring form to [recruitment@uklgig.org.uk](mailto:recruitment@uklgig.org.uk).

# SENIOR CAMPAIGNS OFFICER JOB DESCRIPTION

## PURPOSE

The Senior Campaigns Officer will develop and deliver campaigns to help achieve **two of UKLGIG's strategic goals**:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain

and the following **outcomes**:

1. Increased pressure from LGBTQI+ audiences for reform of the asylum and immigration system
2. Improved government policies and practice relating to LGBTQI+ asylum claims
3. Reduced detention of LGBTQI+ people
4. LGBTQI+ people seeking asylum are more likely to be granted leave to remain
5. LGBTQI+ people seeking asylum are in safe and appropriate housing

## RESPONSIBILITIES

### Public campaigning

- Work with the Executive Director to identify campaign priorities
- Develop and deliver an impactful campaign strategy, employing a range of campaign tactics
- Develop a monitoring framework and conduct evaluations, potentially in partnership with a consultant
- Learn from campaign successes and failures, and adapt strategies or plans accordingly
- Recruit campaign supporters and keep them motivated and engaged
- Devise a range of campaign actions, and mobilise and support individuals and other LGBTQI+ stakeholders to undertake them
- Establish and maintain a contact relationship management (CRM) system for campaigners (within Salesforce)
- Act as a spokesperson for UKLGIG in the media and at events
- Write policy papers and campaign materials in collaboration with colleagues and trustees
- Support the Executive Director in other policy, advocacy and influencing efforts.

### Working with people with lived experience and ensuring their meaningful involvement

- Build and facilitate an advisory group focused on people with lived experience
- Support people with lived experience to take an active role in the campaign and in different ways, including as campaign representatives, undertaking media interviews and meeting with policy-makers.

## **Building relationships and working with allies**

- Build and maintain relationships with grassroots organisations, large charities, influencers, businesses, arts organisations and other influential bodies
- Ensure campaign strategy is complementary to other strategies for reform of the asylum and immigration system, and campaign in coalition with other organisations where relevant

## **Other**

- Draft reports for trustees, donors and other stakeholders
- Provide input to UKLGIG's other policy and influencing work
- Comply with all UKLGIG policies
- Undertake other reasonable tasks as requested

## **REPORTING**

The Senior Campaigns Officer will report to the Executive Director of UKLGIG.

## SENIOR CAMPAIGNS OFFICER PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL/ DESIRABLE
At least 2 years' campaigning experience	E
Successful track record of recruiting and retaining campaign supporters	E
Experience of working in campaign coalitions and/or building relationships with allies such as influencers, businesses and arts organisations and mobilising them to act in support of a campaign	E
Experience of developing campaign toolkits for use by campaign supporters	D
Experience of lobbying MPs, Peers or Ministers	D
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
Ability to develop and deliver a campaign strategy that meaningfully involves people with lived experience	E
Knowledge of different strategies for achieving change	E
Knowledge of a variety of campaign tools and tactics	E
Knowledge of campaign monitoring and evaluation methods	E
Ability to learn from campaign successes and failures and adapt strategies/plans accordingly	E
Knowledge of supporter journeys	E
Ability to translate complex materials (e.g. legal or policy documents) into accessible and engaging campaign content	E
Ability to work with and support vulnerable people to play a meaningful role in campaigning, with sensitivity and respect for their safety and wellbeing	E
Ability to represent UKLGIG and undertake public speaking engagements, including interviews to media	E
Ability to use standard workplace software programmes including MS Word, Excel and PowerPoint	E
Understanding of strategic communications	D
Knowledge of LGBTQI+ organisations and/or audiences	D
Knowledge of the workings of parliament or government	D

### ESSENTIAL CORE COMPETENCIES

Passionate about equality and human rights, particularly in regard to LGBTQI+ people seeking asylum
Excellent verbal and written communication skills
Ability to work independently, understanding the importance of seeking guidance and support when required
Ability to plan and prioritise work and meet deadlines
Ability to remain calm and respond flexibly to a fast-changing environment
Ability to work collaboratively within a small, multidisciplinary team
Ability to work flexibly and occasionally outside regular office hours
Ability to work with people from diverse backgrounds

Owing to the nature of the work with vulnerable adults, the successful applicant will be required to undergo a basic DBS check and to disclose all unspent criminal records at the point of conditional job offer.