



## Policy and Public Affairs Manager (December 2023)

Rainbow Migration, the longest-running charity in Europe dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting a Policy and Public Affairs Manager to join our management team. The Policy and Public Affairs Manager will develop a policy influencing strategy and lead on all areas of policy and public affairs.

Responsibilities will include:

- Developing a policy influencing strategy and monitoring framework
- Writing high-quality policy and briefing papers or reports
- Engaging with civil servants, parliamentarians, ministers and other policy-makers, influencers or allies
- Working collaboratively with charities and other stakeholders to achieve change
- Managing occasional research projects

Rainbow Migration's vision is that LGBTQI+ people can settle in the UK and lead fulfilling lives. Our values are:

- **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.
- **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
- **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
- **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

At Rainbow Migration, we don't just accept difference – we celebrate it, we support it, and we thrive on it. We're proud to be an equal opportunity employer and we value diversity. We do not

discriminate on the basis of race, religion, colour, national origin, gender, gender identity sexual orientation, age, marital status, or disability status – simple, we consider all qualified applicants, consistent with any legal requirements.

We welcome applications from candidates with lived experience of going through the UK asylum or immigration system or who have been subject to immigration control, and also people of colour who are currently underrepresented among our staff. We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 if they meet the necessary criteria in the person specification.

Owing to the nature of the work, the successful applicant will be required at the point of conditional job offer to disclose all unspent criminal records and subsequently to undergo a basic DBS check. See our [website](#) for more information.

**Contract type:** Permanent

**Hours:** Full-time (35 hours per week). Working part-time or job-sharing will be considered. Occasional work in the evenings and at weekends may be required but with plenty of notice. Rainbow Migration encourages staff to maintain a good work life balance and has a TOIL system in place.

**Salary:** Starting at £39,588 with potential annual step increases up to £44,138 (pro rata if working part time), plus statutory employer's pension contribution. In addition to an annual step increase, the trustees consider giving a separate inflationary increase every April.

**Location:** Remote or from Rainbow Migration's offices in central London. Hybrid working will also be considered. The successful candidate could work from anywhere in the UK but would be expected to occasionally travel to London and other parts of the country for meetings and events. At the time of posting this advert, none of our staff are going into the office every day. Please contact us if you have any questions.

**Annual Leave:** 25 days per year rising after 24 months by one day after each year of service to maximum of 28 days per year (pro rata if working part-time).

**Wellbeing:** We offer up to two days of wellbeing leave to be taken at short notice in each calendar year.

## How to apply

**Closing date:** 10 am on 23 January 2024

**Interview dates:** 31 January and 1 February 2024

Please read the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact the line manager via [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

Please send:

1. Your CV
2. A written statement (max 1,000 words). Instead of a written statement you may submit your statement by video or audio recording (max 8 minutes)
3. Optional: a completed [monitoring form](#)

to [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

In your statement, please:

1. Give examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate how you meet the necessary criteria for the role, and if you meet any of the advantageous criteria. Skills and experience could be from training, volunteering, interests or life experience
2. Confirm if you wish to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a 'substantial' and 'long-term' effect on your ability to do normal daily activities)
3. State how many hours a week you wish to work and if you have a preferred pattern, or if you are applying as part of a job-share

By submitting an application, you:

1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided with your application is true and correct and that you understand that any false information or statement given will justify the dismissal from Rainbow Migration if appointed.
3. Accept that, if successful, you will be required to disclose all unspent criminal records at the point of conditional job and subsequently to undergo a basic DBS (Disclosure and Barring Service) check.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

### Privacy notice

If you apply for this role, the information you provide will be processed according to Rainbow Migration's [privacy policy](#). Rainbow Migration will not share your information with any third parties unless part of the recruitment process or are legally required to do so. By applying, you are permitting Rainbow Migration to access and use the information for recruitment purposes. Rainbow Migration will store your data for 12 months after the conclusion of the recruitment campaign. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. It is amalgamated for statistical purposes and the original data is then deleted after six months.

# Policy and Public Affairs Manager

## Job description

### Purpose

The Policy and Public Affairs Manager will help us achieve Rainbow Migration's **impact goals**:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimal wellbeing and no isolation among LGBTQI+ people who are seeking asylum or have refugee status
4. The experiences and needs of LGBTQI+ people migrating to the UK are better understood inside and outside Rainbow Migration

and the following **outcomes** from our strategy:

### Changes to lives

LGBTQI+ people seeking asylum will:

1. Be in safe and appropriate housing
2. Receive quality legal advice and representation
3. Be more likely to be granted leave to remain

LGBTQI+ people subject to immigration control will:

4. Spend less time in detention

### Changes to systems and structures

1. Improved government practice for determining LGBTQI+ asylum claims
2. Updated guidelines and materials from inter-governmental bodies on LGBTQI+ asylum claims
3. Better treatment of LGBTQI+ people in tribunals
4. Inclusion of LGBTQI+ refugees in resettlement programmes

### Responsibilities

#### Policy influencing and strategy

- Work with the Executive Director, Campaigns Manager and Communications Manager to develop and deliver a policy influencing strategy and monitoring framework
- Write high-quality policy and briefing papers or reports
- Monitor the outcomes of our policy work and engagement with government and parliament
- Learn from influencing successes and failures, and adapt strategies or plans accordingly
- Maintain a close working relationship with the Legal Service and Support Services Managers to identify issues for influencing

- Maintain an overview of all Rainbow Migration's policy positions, and lead or delegate the development of new policy positions as needed
- Keep up to date with national and international policy developments and identify influencing opportunities

#### Evidence and data

- Use Rainbow Migration's services, and input from other organisations supporting LGBTQI+ people seeking asylum, as an evidence base for influencing work
- Work with colleagues to ensure accurate recording and publication of data from services to support Rainbow Migration's influencing work
- Manage occasional research projects

#### Collaboration and stakeholder engagement

- Work collaboratively with charities and other stakeholders to achieve change
- Lead Rainbow Migration's engagement with civil servants, parliamentarians, ministers and other policy-makers, influencers or allies
- Ensure meaningful involvement of people with lived experience in Rainbow Migration's influencing work
- Support the skills development of the Legal Officer, and others as directed by the Executive Director, in policy influencing

#### Other

- Collaborate with other members of the management team in the operational management of Rainbow Migration
- Keep colleagues informed on policy developments
- Act as a spokesperson for Rainbow Migration in the media and at events
- Work with the Philanthropy Manager to apply for funding and report back to funders
- Manage project budgets and participate in budget planning and review processes
- Work with the Communications Manager to write blogs and articles on asylum and immigration and provide quotes and statements to the press
- Write reports on relevant issues for trustees, donors and other stakeholders
- Comply with all Rainbow Migration policies
- Undertake other reasonable tasks as requested

#### Reporting

The Policy and Public Affairs Manager will be line managed by the Executive Director.

# Policy and Public Affairs Manager

## Person specification

Experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience. We are happy to hear about relevant experience you have gained from another field and why you think it is transferable to this role.

### Necessary skills and experience

1. Track record of successfully influencing policymakers
2. Ability to write engaging policy and briefing papers or reports
3. Knowledge/understanding of tools and tactics that motivate, persuade or influence ministers, parliamentarians and civil servants
4. Understanding of the asylum system

### Advantageous skills and experience

1. Ability to develop and deliver a policy or influencing strategy
2. Experience of engaging with civil servants, parliament or government ministers
3. Understanding of parliamentary or legislative processes
4. Experience of scrutinising legislation
5. Understanding of monitoring and evaluating policy work
6. Experience of conducting research for use in influencing
7. Experience of working collaboratively on policy or influencing with other organisations
8. Experience of building and using evidence from service delivery for influencing work
9. Ability to speak confidently in public and/or give interviews to the media
10. Knowledge of different strategies for achieving change e.g. campaigning, litigation

### Essential core competencies expected of all Rainbow Migration staff

1. Committed to Rainbow Migration's mission, vision and values
2. Good English verbal and written communication skills
3. Ability to work independently while understanding the importance of seeking guidance and support when required
4. Ability to plan and prioritise work and meet deadlines
5. Ability to work collaboratively within a small, multidisciplinary team
6. Ability to work occasionally outside regular office hours with plenty of notice
5. Ability to work with people from diverse backgrounds
6. Ability to use standard workplace software programmes including Microsoft Word, Excel and PowerPoint

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