

JOB APPLICATION PACK – INTERNSHIP IN ADVOCACY AND POLICY WORK

Dear Candidate,

Thank you for your interest in applying to an Internship in Advocacy and Policy work at Imkaan. Please find below the following documents that will enable you to apply to this post:

Job Profile and Person Specification

Application Process

Declaration

Please read through the information and submit the required documents along with the sign declaration by

19 September 2020 by 5.00 PM

Applications should be emailed to recruitment@imkaan.org.uk

Interviews for this post are expected to take place by zoom on **28 September 2020**.

Please write INTERNSHIP in the subject heading of the email.

I wish you all the best in this process.

Kind regards,

Baljit Banga
Executive Director

ABOUT IMKAAN

Imkaan was established in 1998 to create a collaborative network for the specialist Black and minoritised women's sector. At the time, Black and minoritised women's organisations did not have a nationally representative body that could advocate on their behalf raising concerns about social justice, the need for greater equality and representation, and the disproportionate impact of funding and resourcing they experienced as a result of structural inequalities. Their voices were seldom heard in shaping policy and strategy and they were often barred from participation in local strategic decision making. They were not a part of the landscape but rather, the landscape was imposed on them, it failed to recognise their needs, and to advocate around their concerns. Imkaan was established to address the gap in representation and to develop itself as a community, sustainability and capacity resource for the sector. Two decades later, Imkaan is an established black feminist organisation based in London, England. It is the only national second tier infra structure support organisation to the Black minoritised women and girls' sector with membership in England, Scotland and Wales. Imkaan currently has a membership of 41 organisations.

Imkaan undertakes work around sustainability protecting services through support and strategic advocacy enabling organisations to deliver life-saving support to Black and minoritised women and girls. Imkaan works to achieve systemic change through the ongoing inclusion of Black and minoritised women and girls in all aspects of society. Imkaan works around human rights, social justice and equalities frameworks. Imkaan's approach to intersectionality identifies how multiple and interlocking oppression including age, class, caste, ethnicity, race, gender, sexual orientation, disability and migrant status among others affects the lives of women and girls. Through this approach Black and minoritised women and girl's lived experiences are not reduced to tick box exercises, redefined as fit one size fits all, or subjected to marginalisation. Using intersectionality, Imkaan moves Black and minoritised women and girls experiences from the margin to the centre. Imkaan's core activities have been developed around three overlapping strands – development, research and strategic advocacy. The Policy and Public Affairs activity sits predominantly in the strategic advocacy strand and brings together policy, public affairs, strategic advocacy and strategic communication.

For more information about Imkaan, you are encouraged to visit the website at www.imkaan.org.uk where you will find resources, information and publications which will help you to understand who we are, what we do and how we work.

JOB PROFILE

INTERNSHIP IN POLICY AND ADVOCACY WORK

Job Title	Internship
Start Date	1 October 2020
End Date	30 September 2021
Location Address	3 rd Floor, Tindlemanor 52-54 Featherstone Street London EC1Y 8RT
Hours / Week	35
Salary	£19,565 Gross
Reporting To	Head of Policy

Drafted by	Baljit Banga
Date drafted	01.07.20
Review date	31.12.21

ABOUT THIS POST

The post is offered for 6 months with the possibility of extension to 12 months. An internship is an opportunity to develop skills and areas of knowledge and gain experience in the workplace. This is a specialist internship to work closely with the Executive Director supporting the strategic work of the organisation. This internship is paid. The postholder will have an opportunity to develop skills and knowledge in policy and advocacy work. This is a unique opportunity for someone interested in this area of work. The internship is ideal for someone who has an interest in this work through work experience already gained or through academic experience. The postholder will gain from the benefits of working at Imkaan bringing their initiative, interest and motivation to the work. It is important that the postholder is able to build positive relationships and communicate effectively contributing to building a good team and organisation environment.

SPECIFIC AREAS OF RESPONSIBILITY

- Work with the Executive Director to support her work in areas of strategic advocacy, policy, and public affairs.
- Undertake research and information gathering activities as assigned on strategic areas of work.
- Review documentation for the Executive Director and prepare briefing notes providing her with the information she needs to present at meetings.
- Undertake oral briefings as well as written briefings with the Executive Director.
- Be available to the Executive Director to support her work.
- Identify sources of information and contacts that could benefit the work of the Executive Director.
- Support the Executive Director to work across Imkaan service areas and teams.
- Support the Executive Director in documenting the work and analysing information.
- Attend meetings with the Executive Director where the postholder could take notes for further reference.
- Support with the co-ordination of strategic meetings and events delivered by Imkaan convened around the purpose of this post.
- Adequately plan the work to meet deadlines and achieve milestones.
- Take an active approach to your own training and development.
- Participate in the supervision system and team building systems.
- Undertake any other work required by the Executive Director.

GENERAL REQUIREMENTS OF POST

Acting in accordance with Imkaan's policies, procedures and ethos including the Equalities and Diversity Strategy - Occupational Health and Safety Policies and Procedures.

Attending and participating in regular training when required.

Supporting Imkaan to organise any events where a team effort is required.

Attending and participating in regular supervision, staff and other meetings as necessary.

Communicating effectively both verbally and in writing in a professional manner, both externally and internally.

Undertaking any duties consistent with the post as may be reasonably requested by the Executive Director or Board of Trustees.

Contribute to the planning and coordination of the yearly AGM and annual report as required.

Working at all times with the best interest of Imkaan in mind and to avoid any action that may cast Imkaan and/or its activities into disrepute.

NOTE ABOUT COVID 19

At Imkaan we are currently working under lockdown conditions and while some sectors have eased restrictions, Imkaan continues to work remotely from home. The postholder will be required to comply with Imkaan's Health and Safety policies and ensure that any staff line managed by the postholder are supported during this time. As such, Imkaan is operating under remote working protocols covering all aspects of our work. The postholder will be required to re-locate to the office once all emergency COVID 19 measures are lifted.

PERSON SPECIFICATION

Essential

- Interested in developing skills and experience in policy and advocacy work with some experience of education in this area of work.
- Some experience working across diverse media including social media like Twitter.
- Some experience and knowledge working on VAWG specifically impacting BME women and girls.
- Willing to learn on the job and develop skills and knowledge.
- Good project management, work planning and organisational skills.
- Suitable for someone with creativity, motivation and initiative.
- Communication and engagement skills across diverse stakeholder groups, networks and sectors using both verbal and written communication and strong internal communication skills.
- Preparing well analysed information for briefings and presentations.
- Planning meeting, taking minutes and attending to other details.
- Teamwork and working as a part of an organisation and partnership in collaborative ways.
- Lone working skills and able to undertake lone working risk assessment and management using the systems at Imkaan including supervision.
- Good IT skills.

Desired

- Knowledge of Safeguarding, Data Protection and Equality Act among other policies relevant to the work including ethical principles governing policy work.

APPLICATION PROCESS

To apply to this post please submit the following:

A Curriculum Vitae and cover letter

Personal Statement (see form below)

Declaration (see form below)

Recruitment Equality and Diversity Monitoring Form (download and complete separately and submit with the application)

PERSONAL STATEMENT

Please submit a personal statement detailing your responses to the following questions: (1) How do you meet the job profile and person specification for this post? (2) Why do you want to work for Imkaan? (3) What contributions to our work would you like to make? (4) What is your understanding of intersectionality.

Requirements for the personal statement: Please do not exceed four pages and use 1.15 line spacing.

DECLARATION

To the best of my knowledge all of the particulars I given are true. I understand that the completion of this form does not guarantee employment, that any false statement may disqualify me from employment to render me liable to summary dismissal. I also understand that no offer of employment made to me will be binding unless confirmed to me in writing. For the purpose of the Data Protection Act 2018, I give my consent to the holding and processing of my personal data by the Organisation for all purposes relating to the recruitment and employment process.

Signature	
Date	
Print first name	
Print surname	

Application should be sent to recruitment@imkaan.org.uk by 19 September 2020 by 5.00 PM marked INTERNSHIP. We will only consider application from those who have the right to work.