

JOB APPLICATION PACK – HEAD OF POLICY

Dear Candidate,

Thank you for your interest in the post of Head of Policy 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 HEAD OF POLICY 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
HEAD OF POLICY

Job Title	Head of Policy
Start Date	1 October 2020
End Date	30 September 2022
Location Address	3 rd Floor, Tindlemanor 52-54 Featherstone Street London EC1Y 8RT
Hours / Week	35
Salary	£47,544 Gross
Reporting To	Baljit Banga Executive Director

Drafted by	Baljit Banga
Date drafted	01.07.20
Review date	30.09.22

ABOUT THIS POST

The post is funded for 2 years as Head of Policy working closely with the Executive Director to develop and manage the Policy Unit and related work. The Policy Unit will deliver high quality policy work including policy analysis, building up policy information resources and sources, drafting policy positions and responding to policy consultations, and using policy in strategic advocacy to provide an informed evidence base to serve as a platform for action. The postholder will manage policy coordinators working in the Policy Unit and ensure that the work of the Policy Unit is effectively managed. The purpose of this work is to influence and shape social policy reflecting the voices and representations of black and minoritised women and girls. The postholder will be someone with creativity, analytical skills and enthusiasm to work in a collective way with the team and to work closely with the Executive Director at strategic level across the sector through strategy and influencing work. A good and close working relationship with the Executive Director is vital to the delivery of key aspects of this post. Therefore, the Head of Policy and Public Affairs will be someone good at building and maintaining a relationship and communication. It is equally important that the postholder is able to build and sustain positive working relationships at Imkaan and work in collaboration with the Executive Director again, in a positive manner that uplifts the organisation. The postholder will have a clear understanding of intersectional black feminism and work with the Imkaan team towards social justice.

SPECIFIC AREAS OF RESPONSIBILITY

Development and Management

- Support Imkaan to establish the Policy Unit which will hold the strategic communications, policy coordinators and public affairs roles and manage the staff located in the unit using Imkaan policies and procedures.
- Manage the Policy Unit to deliver high quality policy work by working with the Executive Director and across the Imkaan team to develop approaches and thinking around this work.
- Establish, manage and operationalise a strategic resource holding up-to-date information on policy, legislation and other strategic information resources to feed into Imkaan's wider policy and advocacy work programme and strategy in verbal and written format.

Strategic Focus

- Support the Executive Director in her work around strategic advocacy to keep up to date with political developments on VAWG within the black and minoritised sector including new issues, research, political positions, legislation, policy and programming developments.

- Produce and summarise strategic positions that Imkaan, its members and others can use for example, lead in the development of information and awareness tools in policy work and other related work. Present them in external fora in collaboration with the Executive Director, to members and in other spaces where policy work is needed.
- Provide advice and guidance on policy matters as and when needed.
- Information gathering and analysis on national and regional trends to identify policy priorities, gaps, needs and issues that impact the BME sector.
- Feed into policy consultations/ inquiries by gaining and analysing feedback, engaging the sector and developing policy positions.
- Identify and nurture with potential external partners that would add value to Imkaan's work.
- Through the above, working closely with the Executive Director to increase core resources around strategic advocacy addressing the high demand for this activity across the sectors and support the Executive Director in policy work.
- Contribute to and sometimes take the lead in Imkaan policy publications working with the Executive Director and the Imkaan team as a whole.

Resources and Representations

- Develop and maintain a database of key contacts (pan-London, regional and national) for strategic influence.
- Make representations across the sector and through strategic advocacy regarding Imkaan's positions to raise awareness of Imkaan's work and vision.
- Support with the co-ordination of strategic meetings and events delivered by Imkaan.
- Attend key strategic/sector meetings and other meetings where policy-related and policy relevant discussions are held to positively influence VAWG policy and practice on Black and minoritised women and girls and build up and strengthen internal Imkaan capacity for this work delivering the work in coordination with the Executive Director.
- Ensure link to Imkaan and wider sector research and evaluation work so that policy work is part of the integrated and horizontal working at Imkaan.

Work Planning

- 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.
- Staff support and supervision in line with Imkaan's HR policies and practices towards building a positive team enabled to make meaningful contributions in this field.
- Participate as required and when appropriate in internal monitoring and evaluation.

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

- Knowledge of Political Science, Policy Analysis and Policy Research and related Social Science Fields where social policy was critical to the knowledge field.
- Experience in the VAWG sector in policy, public affairs and strategic advocacy.
- Experience integrating intersectionality into the work considering perspectives located in black and minoritised services and anti-racism and other related areas.
- Experience developing and implementing policy work: policy development, policy analysis, policy research, policy evaluation and policy methods.
- Analytical abilities using diverse methods and tools related to policy research.
- Specialist support relevant to the black and minoritised women's sector.
- Team management skills, supporting individual workers and the team and able to supervise the develop the team.
- Network building skills working to meet the diverse needs of diverse members.
- Able to work across a dynamic partnerships and networks demonstrating positive relationship building and management skills.
- Project management, work planning and organisational skills.
- 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.
- Report writing for diverse audiences.
- Organise and deliver regular meetings setting agendas, ensuring minutes are produced and any other actions delivered.
- Teamwork and collaborative working as a part of an organisation and partnership.
- 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. We are also looking for knowledge working with Health and Safety and staff risk management as we are working in a COVID environment.
- Experience of strategic policy influencing, communication and building relationships with the VAWG and equalities sectors, government, commissioners and local authorities.
- Monitoring and evaluation skills to be able to monitor the work for outcomes achieved.

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 would you like to make to our work? (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 HEAD OF POLICY. We will only consider application from those who have the right to work.