**Job Description – Policy and Advocacy Co-ordinator - Maternity Cover**

**Responsible to:** National Director

**Hours:** 30 hours per week

**Salary:** NJC So1 Point 29 £26,470 per anum pro rata’d (actual pay £21,176) + 6% pension

**Leave**: 25 days per annum pro rata’d plus bank holidays

**Contract:** Temporary Maternity Cover up to 1 year

**Location:** Home based or within a member organisation with regular travel requirements

**Organisational Context:** *NACCOM is committed to bringing an end to destitution amongst asylum seekers, refugees and migrants with no recourse to public funds living in the UK. NACCOM exists to promote best practice in and support the establishment of accommodation projects that reduce destitution amongst asylum seekers. In addition, they may also support migrants with no recourse to public funds (NRPF) and / or refugees facing barriers to accessing affordable housing. It does this by:*

* *providing networking opportunities to encourage, empower and connect members*
* *sharing knowledge and promoting best practice to provide pathways out of destitution*
* *working with others (including those with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system*
* *gathering and disseminating data on the scale of destitution and positive outcomes achieved by members*

**Job purpose:** The Policy and Advocacy Co-ordinator will oversee NACCOM’s advocacy work, developing and implementing the advocacy strategy. They will consult with member organisations and the people they are working with to gather information on the issues affecting them. This post will oversee the national members survey, gathering data from member organisations to quantify the extent of destitution nationally. They will produce research reports, parliamentary briefings and respond to consultations as required, as well as working in partnership with others to achieve NACCOM’s advocacy goals. This post will provide and co-ordinate opportunities for individuals to speak about their experiences of being destitute and be part of the advocacy work.

**Duties & Responsibilities:**

1. Develop and implement an advocacy / campaigning strategy (with the National Director) to challenge the current injustices in the asylum system which lead to destitution.
2. Support members with gathering evidence including co-ordinating the national members survey, analysing the results and producing briefings on the findings.
3. Attend relevant national policy meetings and parliamentary group meetings
4. Co-ordinate specific evidence gathering and writing of research reports, as well as responding to government consultations and producing parliamentary briefings in support of the advocacy strategy.
5. Work closely with relevant organisations as required to further the advocacy goals.
6. Support the Communications Co-ordinator in training and empowering asylum seekers, refugees and organisations that support them to tell their stories to the media and to decision makers.
7. Support the National Director with fundraising to support the continued work of NACCOM as and when required.
8. Support the National Director in the co-ordination and management of key events such as the Annual Conference as and when required.
9. Abide by NACCOMS Equality and Diversity policy

**Person specification;**

This is a great opportunity for an individual who is passionate about ending the destitution of asylum seekers and supporting NACCOM’s members to do the same. IDEAL candidates will have the following qualifications/experience:

**Essential:**

* A commitment to and understanding of NACCOM’s beneficiaries and mission
* Experience in developing and delivering an advocacy / campaigning strategy
* Experience of analysing data and writing research reports.
* Excellent interpersonal, presentation (oral and written) skills and attention to detail.
* Self-motivated and able to work alone using own initiative.
* Proven relationship building skills to establish and maintain good working relationships.
* Proven ability to be flexible and meet tight deadlines.
* Good IT skills including all Microsoft Office applications.
* Willingness and capacity to travel within the UK.

**Desirable:**

* Experience of providing supported accommodation to destitute asylum seekers
* Knowledge of the UK asylum System
* Experience of working with parliament
* Experience of working with people at a distance using a range of communications platforms.
* Experience of empowering and training asylum seekers and refugees to tell their stories

**Note:** This job description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities.

This job description does not form part of the employment contract and we reserve the right to review it with the post-holder as necessary.