**Job Description – Policy and Research Co-ordinator**

**Responsible to:**  Director

**Hours:**  37.5 hours per week

**Salary:**  £27,741 per annum pro rata + 6% pension. London weighting will be considered.

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

**Contract:** Six months but with the possibility of continuation depending on funding and strategic review

**Location:** Home based in the UK with regular travel requirements within the UK. Possibility of being based within a member organisation’s office.

**Organisational Context:**

NACCOM is committed to bringing an end to destitution amongst people seeking asylum, refugees and migrants with no recourse to public funds living in the UK. NACCOM exists to promote good practice in and support the establishment of accommodation projects that reduce destitution amongst asylum seekers as well as 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 good 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 Research Co-ordinator will work with NACCOM’s Director to deliver NACCOM’s policy, research and advocacy strategy to end homelessness and destitution experienced by people subject to immigration control.
* They will consult NACCOM members and experts by experience to gather information on the issues affecting them and support members to influence at local, regional and national levels.
* Working with partner organisations they will promote the network’s policy solutions and ensure that network members are able to participate in and contribute to relevant national campaigns, coalitions and actions.
* This post will oversee the national annual members survey and other data gathering exercises, produce research reports and briefings and respond to consultations as required.
* They have specific responsibility for supporting NACCOM members to strengthen their approach to evidence gathering, and working with experts by experience supported by NACCOM members to shape and deliver NACCOM advocacy priorities and actions.

**Duties and Responsibilities:**

1. Work with the Director to continue and complete the advocacy consultation with members which will feed into the strategic review.
2. Lead NACCOM’s research work ensuring that it delivers timely, high impact lived experience-centred insight and member evidence to support NACCOM’s advocacy strategy
3. Work with Network Development Workers to support members to develop the skills and confidence to influence decision makers at local, regional and national levels by developing a strong evidence base to support their influencing work and that of NACCOM.
4. Enable members to gather evidence of the impact of policy including systemic failures and to evidence their responses including through the national members survey and the data development project.
5. Produce briefings on the analysis and findings of the member survey and other evidence gathering exercises including the data development project.
6. Attend relevant policy, advocacy and campaigns meetings to clarify the NACCOM network’s position on relevant issues.
7. Co-ordinate policy development, member briefings, responses to government consultations, and parliamentary briefings in support of NACCOM’s advocacy and network development strategies.
8. Collaborate with partner organisations to further shared policy and campaigning in line with our advocacy and network development strategies.
9. Work with NACCOM’s Community Research Facilitator, NACCOM’S Community Researcher volunteers, and other experts by experience (EbEs) to shape and engage with campaign priorities and actions and provide training and support as required.
10. Support the Director in the co-ordination and management of key events such as the Annual Conference and fundraising as and when required.
11. Work with the Communications Coordinator to design, publish and launch relevant policy, research and advocacy communications products in line with NACCOM’s communications plan.
12. Work to uphold NACCOM’s policies and procedures, in particular its Equality and Diversity and Safeguarding policies.

**Person specification:**

The Policy and Research Co-ordinator will have…

**Essential:**

* Experience of analysing data, and writing research reports.
* Experience of working with other organisations to establish and develop data capture and monitoring systems.
* Experience of developing and/or influencing policy at local, regional and/or national levels
* Excellent interpersonal, presentation (oral and written) skills and attention to detail.
* Commitment to working with and supporting Experts by Experience (EbE) to inform and influence policy.
* Self-motivation and be 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 and CRMs.
* A commitment to standing in solidarity with those who have lived experience of destitution
* A demonstrable commitment to NACCOM’s values.
* Willingness and capacity to travel within the UK.

**Desirable:**

* Knowledge of the UK asylum and immigration system.
* Experience of working with people who are destitute and subject to immigration control.
* Experience of working with local government either as a local government officer or as a local government partner
* Experience of working with the UK Government, devolved administrations and/or parliament.
* Experience of working with people remotely using a range of communications platforms.
* Experience of managing consultants to deliver effectively.

**Additional notes**

* 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.
* We encourage people with lived experience of immigration control and destitution to apply if they have the right to work and meet the person specification. Should they meet the person specification criteria, they will be prioritised for interview.
* NACCOM will recognise volunteering experience in the shortlisting process.