



We Belong – Policy and Public Affairs Officer

	Role Description
Role	Policy and Public Affairs Officer
Reporting to:	CEO
Organisation purpose:	<p>We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and advocate for reform within the immigration system.</p> <p>We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning and equipping young migrants to be leaders setting the agenda within the migration sector. We also provide support by giving accurate information on student finance rules, providing opportunities through casework and making referrals to organisations for young people to get the legal advice and extra support they need.</p>
Context	<p>We Belong team is comprised of seven staff members based in London and Manchester. The team works with young people who have migrated to the UK and support young people who are impacted by hostile immigration policies and empower young people to speak out and be inquisitive about their rights. In 2021, after four years of campaigning we secured a major policy win on the Ten-Year Route to settlement, this win will benefit the estimated 330,000 children and young people living in the UK with precarious status.</p>
Role purpose:	<p>Our Policy and Public Affairs Officer will engage with young people across our projects and in local communities to develop our public affairs work with parliamentarians and a network of stakeholders. In addition, they will facilitate the implementation and dissemination of the policy win on the ten-year route working with civil society organisations to track progress. By monitoring the implementation process, the Policy and Public Affairs Officer will identify emerging policy and support needs of our young people and organise advocacy and campaigns to respond to these needs. Whilst the role will focus on immigration policy and its implications, the Officer is also expected to consider the importance of intersectionality in developing the organisations position and thought leadership on a variety of policy areas impacting young people.</p>
Key accountabilities	Key activities/tasks
Public affairs and external communications	<p>Raising awareness of and support for the work, including:</p> <ul style="list-style-type: none"> • Researching upcoming relevant parliamentary business • Developing an understanding of and keeping up to date with relevant policy and legislation • Building relationships with parliamentarians in order to advance We Belong’s policy objectives • Assess the impact of policies on young people

	<ul style="list-style-type: none"> • Coordinating meetings with parliamentarians, civil servants and local councils • Communicating with external organisations and stakeholders in a clear and professional manner • Supporting all relevant communications activity across online platforms • Working collaboratively to produce reports, briefings and consultation responses • Developing and contributing to organisational campaigns and advocacy objectives
Working with clients	<p>Upholding a positive, empowering approach to working with young people, including:</p> <ul style="list-style-type: none"> • Working respectfully and non-judgementally to engage young people in We Belong work • Encouraging participation when appropriate • Maintaining appropriate, bounded relationships with young people • Acting on safeguarding and risk information in line with We Belong policies and procedures.
Partnership and team working	<p>Maintaining effective liaison with colleagues working across We Belong and external organisations including:</p> <ul style="list-style-type: none"> • Attending and participating in team meetings and other events including training days • Identify cases where policy and campaigning work could be undertaken • Contributing frontline experience to We Belong’s campaign and sector change work • Networking and building relationships with external professionals and agencies supporting young people.
General responsibilities	<ul style="list-style-type: none"> • Attending and participating in internal meetings as required • Being a positive, cooperative, and constructive team member, upholding the values of We Belong, complying with We Belong’s monitoring and recording requirements • Representing and promoting the organisation’s work positively • Carrying out all work with due regard to We Belong’s policies and procedures, including safeguarding and staff safety • Promoting Equality and Diversity principles in all aspects of work.
Other duties	<ul style="list-style-type: none"> • Carrying out any other duties which fall reasonably within this role.

	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
Knowledge <ul style="list-style-type: none"> • Understanding of the principles and practice of youth participation 	X	

<ul style="list-style-type: none"> • Knowledge of immigration system • Knowledge of other organisations working in the sector • Understanding the intersections of race, age and gender • Understanding of local councils 	X	X X X
Experience <ul style="list-style-type: none"> • Experience of providing information and advice and advocacy • Experience working with young people • Experience of writing reports 	X	X X
Qualifications and training <ul style="list-style-type: none"> • Relevant qualifications/training to the post 		X
Skills and abilities <ul style="list-style-type: none"> • Ability to develop relationships with and relate to a diverse range of young people • Skills in providing information, and assistance • Excellent verbal and written communication skills • Ability to plan, record and organise work • Ability to create effective working relationships with parliamentarians and policy professionals • Ability to understand relevant legislation and policy • Ability to represent We Belong at external meetings. 	X X X X X X	
Qualities <ul style="list-style-type: none"> • Self-motivated and organised individual who is prepared to commit to the work of We Belong, work collaboratively and uphold our mission, vision and values • Creative and analytical thinker who is able to support their team to examine cases and identify options that will enhance opportunities for young people • Resilient, emotionally intelligent individual who understands the nature of working with young migrants and is able to work in a professional manner 	X X X	
Other requirements <ul style="list-style-type: none"> • Prepared to work out of hours occasionally • Willing to attend training 	X	X

March 2022