

## Head of Communications and Public Affairs

### Job description and person specification

**Hours:** Negotiable but between 22.5 and 30 hours per week worked over a minimum of 3 days. We are happy to consider flexible working arrangements. Some out of hours working will be required for which TOIL will be given.

**Location:** Negotiable. Office is in Vauxhall, London. Post can be worked as office based or a mixture of office/remote working. The nature of the job will require attending meetings in Westminster

**Duration:** two-year contract.

**Salary:** £ 39,253 pro rata plus pension contributions. Pay review due April 2022

**Line management:** Reports to the Director, manages the Communications Officer and Public Affairs Officer

**To apply please complete and return the application form to [recruitment@wbg.org.uk](mailto:recruitment@wbg.org.uk) by 9 am on Monday 1 November 2021. Please title your email Head of Communications and Public Affairs Application.**

If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact our Director Mary-Ann Stephenson at [maryann.stephenson@wbg.org.uk](mailto:maryann.stephenson@wbg.org.uk) for an informal conversation.

**Interviews will be held Wednesday 10 November 2021**

### About us

The Women's Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners.

For over 30 years we have been analysing economic policy for its gender and other equalities impacts and developing and promoting policies that will increase equality. We work to influence policy debates ourselves and to build the capacity of women's organisations and other equality groups to influence debates on their own behalf.

This is an exciting time to join the Women's Budget Group. We have built a strong reputation for analysing the impact of UK Government policies and for research into alternative policies that would promote gender equality.

We have been through a period of growth and currently have 10 staff (7.8 FTE). We are now looking for an experienced and effective communicator to lead our Communications and Public Affairs work.

This is a great opportunity to help steer WBG through the next stage of its development. We are looking for someone who enjoys working as part of a small, committed team, with excellent strategic, political, communication, organizational and interpersonal

skills. You will have experience of communications and public affairs work, ideally within a small but growing organisation. A commitment to the aims of the Women's Budget Group is essential.

*WBG is committed to diversity and inclusion. We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled or Black, Asian, and Minority Ethnic candidate in order to diversify our staff team.*

### **Job description**

- Develop a long-term vision and strategy for how public affairs and communications work can fit into wider WBG work to promote a gender equal economy.
- With the support of the Public Affairs Officer and Communications Officer lead on the development and delivery of public affairs, influencing and communications strategies
- Lead on intelligence gathering and analysis of relevant policy developments and media debates to identify opportunities to promote WBG's analysis, research, and policy proposals.
- Oversee the monitoring of consultation opportunities and ensure WBG and its members are able to make focussed and timely submissions.
- Oversee WBG media communications work including promoting new reports, budget responses and briefing papers
- Lead on building and maintaining relationships with key individuals and groups in politics, policymaking, business, trade unions, the media, the women's sector and wider and civil society, in order to build a network of allies for WBG.
- Represent the Women's Budget Group at conferences, meetings workshops and other public and private events with key stakeholders.
- Manage the Public Affairs Officer and Communications Officer and any interns working in the Communications and Public Affairs team.
- Monitor progress of work against the Communications and public affairs strategies and provide reports to the WBG Director and Management Committee and work with the Director on providing reports to any relevant funders.
- With the Head of Research and Policy, Head of Finance and Organisational Development and Head of International programme and partnerships support the Director in developing overall strategy for the organisation and contribute to the work of the senior management team.

- Work with the Public Affairs Officer and Communications Officer to develop and deliver training to WBG members and members of our Early Career Network on strategies to gain media coverage and influence political and policy debates.

### **Ad-hoc Responsibilities**

- Represent the Women’s Budget Group at meetings and conferences as requested by the Director.
- Participate in WBG team meetings and meetings of the WBG management committee.
- Undertaking any other duties falling within the scope of the project.
- Undertake own administration.

### **Person specification**

#### **Essential**

#### Strategy

- Proven track record in developing and delivering effective political advocacy and media strategies
- Significant experience of dealing with complex policy issues, and a proven ability to get up to speed quickly on such issues.
- Strong political understanding and sound knowledge of the political system and policy making in the UK including Government, Parliament, Whitehall, political parties, and the policy community.

#### **Relationship building**

Track record in influencing and building relationships with a wide range of stakeholders including senior politicians, policy and decision makers, partners, journalists, and activists

#### **Communications**

Excellent written and oral communication skills for a range of audiences,

Experience of gaining media coverage, including broadcast media coverage

#### **Management and interpersonal skills**

High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team environment

Demonstrable leadership and team-working skills, including ability to motivate and support others, and willingness to ‘pitch in’ at all levels of work.

#### **Commitment to WBG’s work**

Demonstrated commitment to women's rights, an understanding of how intersecting inequalities affect different women and commitment to the values of WBG

**Desirable**

Experience of successful management of staff

Experience of communicating complex policy ideas in an accessible manner.

Experience of working with international media outlets.

Experience of working within the women's voluntary sector in a campaigning, advocacy or influencing role.

Understanding of intersecting structural oppressions. We value lived experience and understand that this may increase an individual's understanding of structural oppression.

Understanding of social policy and economics in the UK including devolved contexts.

## **WBG Values and Principles**

### **Values**

#### *Human rights*

We will ensure that we work in line with the sort of society we want to see; based on substantive equality and respect for human rights, where care is valued and shared and which allows everyone to live in dignity, reach their full potential and fully participate.

#### *Feminism*

The Women's Budget Group is a feminist organisation. We recognise that sex-determined social roles have given rise across the world to a variety of forms of patriarchal society in which access to work, resources, assets, and income is determined largely by a hierarchy of imposed gendered roles, with men having greater rights, entitlement, and opportunity to access resources than women.

#### *Intersectionality*

We recognise that gendered structures of inequality intersect with other structures of inequality including those based on class, race, disability and so on. While our primary focus is on gender equality, we will reflect the intersectional nature of inequality in our work.

### **Principles for our work**

#### *Partnership*

We believe that we can achieve more with others than we can alone and will work in partnership with organisations and individuals who share our aims and values. We will play an active role within wider feminist movements both in the UK and internationally.

#### *Expertise and learning*

We will ensure our work is academically robust, that our analysis and policy proposals are evidence based and that we are always open to learning as an organisation. We recognise that expertise, knowledge and opportunities to learn come in many forms and include front line and lived experience as well as academic research.

#### *Diversity*

We believe that diversity of backgrounds and perspectives strengthens our work, and we will actively seek to promote diversity at all levels within the organisation.

#### *Pluralism and Respect for difference*

WBG is an organisation that brings together people with different views, perspectives, and experiences. We are committed to open discussion based on respect for these differences and believe that honest and respectful dialogue where all views can be heard is the best way to ensure robust analysis and policy making in the WBG and wider society.

#### *Integrity*

WBG will work in an open, honest, accountable, and transparent way with staff, volunteers, members, and other stakeholders.

#### *Political Independence*

WBG does not affiliate to or support any political party. We seek to influence all parties to adopt policies that promote women's equality, gender budgeting and feminist economic principles.