



16th June 2017

Dear Applicant

Thank you for your interest in the role of Policy and Campaigns Officer at the Zacchaeus 2000 Trust (also known as Z2K).

This is a very exciting time to be joining the organisation as we begin work to develop our three year strategy and our future plans for sustainability. We are an independent, London wide, anti-poverty charity with a focus on campaigning for a properly functioning social security system that reduces the risk of destitution.

Our work combines policy and campaigning with casework and additional support services. We work closely as a team of 15 paid staff and a wide range of volunteers who work across all our projects and support services. The evidence we use to develop our policy work comes from our case work and our direct experience of working with thousands of Londoners every year who are living on benefits, in low pay jobs or zero hour contracts. We are committed to ensuring that their voices are heard in policy and decision making.

If you would like to apply for this post, please submit your CV and a letter of application to admin@z2k.org. Please ensure your letter of application is no longer than two sides, addresses the requirements of the person specification and explains why you believe you are most suited to this role. If you would like an informal discussion about the role, you can email our Director of Policy, marcfrancis@z2k.org

The deadline to apply is Monday 10th July at 10am and interviews are scheduled for Monday 17th July.

We very much look forward to receiving your application.

Yours sincerely,

Raji Hunjan

Chief Executive Office
Zacchaeus 2000 Trust

Job Ad: Policy and Campaigns Officer

Full time: 35 hours a week

Location: Victoria and Queen's Park

Salary: £28k pa plus pension

The Zacchaeus 2000 Trust (also known as Z2K) works to tackle the root causes of poverty and to address its impact on individuals. We do this by combining policy and campaigning work, with casework advice and additional support services. The communities that we work with face complex challenges, including low income, homelessness, mental health issues, learning and physical disabilities, immigration status issues, domestic violence, trafficking, addiction and debt. The current focus of all our work is a fair and well functioning social security system that reduces the risk of destitution.

We are seeking to appoint a Policy and Campaigns Officer to work as part of a cross organisational team to develop and take forward our policy priorities. You will work closely with the Director of Policy to develop a three year work plan to fit with the strategic aims and objectives of the organisation. You will be expected to work closely with the casework staff, who offer individual clients specialist advice on welfare benefits and/or additional support with homelessness and wider social and economic challenges to identify policy trends and draw upon Z2K's own evidence.

We have been highly influential in challenging policy and practice at a parliamentary and local authority level. The bulk of our funding comes from independent trusts and foundations as well as individual donations, and this allows for us to maintain an independent and authoritative voice. Our reports on localised council tax charges, produced in partnership with the Child Poverty Action Group, have had notable influence in informing the approach to council tax charges in a number of local authorities. Our recent work on changes in disability benefits has enabled us to influence the Parliamentary Select Committee on Work and Pensions.

Working as part of a small team, the role of Policy and Campaigns Officer is varied and includes taking a lead role in research, writing publications and briefing papers, presentations and oral evidence, and developing media strategies. You will also have responsibility for maintaining our social media presence. You will be committed to social justice and will have already gained some experience of policy work in relevant social policy areas, such as social security, housing and homelessness, low income families, child poverty and financial capability. You will have a deep understanding and passion for addressing social and economic issues that put communities at risk of a cycle of poverty. You will be a self-starter, confident speaker with excellent written skills. In turn we are committed to supporting all our staff to develop their skills and experiences to make a significant difference to the lives and treatment of people on low income and welfare benefits.

If you are excited by the opportunity to work with the Zacchaeus 2000 Trust, you can download a job description and person specification here. To apply please submit your CV and a letter of application to admin@z2k.org. Please ensure your letter of application is no longer than two sides, addresses the requirements of the person specification and explains why you believe you are most suited to this role. If you would like an informal discussion about the role, you can email our Director of Policy, marcfrancis@z2k.org

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Overall Purpose of the Post

To work with Director of Policy to develop and implement a work plan to delivery Z2K's policy work in line with our three year strategic plan, developing our policy messages and campaign strategy. You will have a role in developing our public profile and overall responsibility for our social media, strategic partnerships and relationships with politicians, decision makers, and public bodies. You will also play an active role in updating our website, which we in the process of redeveloping.

Duties and Responsibilities

- To provide knowledge and expertise to Z2K on social security, housing and poverty issues;
- To take a lead role in developing Z2K's policy positions and provide authoritative, concise briefings for internal and external audiences, including submissions to government consultations and select committee inquiries;
- To lobby and campaign to national, regional and local decision makers to address the issues faced by Z2K's clients;
- To work proactively with journalists to secure media coverage of issues faced by Z2K's clients and handle media inquiries to Z2K;
- To write regular articles, blogs and updates for internal and external publications.
- To maintain and draft content for Z2K's website and social media channels;
- To establish and maintain strategic relationships with other voluntary, public and private sector bodies working on social security, housing and poverty issues;
- To represent Z2K at speaking engagements, events, relevant coalitions and networks and at meetings with external stakeholders;
- To monitor relevant policy developments in central government, parliament, London regional government and local authorities.

Person Specification

Essential Experience

- Proven experience of working in a social policy environment to deliver change;
- Proven experience of developing, implementing and coordinating campaigns;
- Experience of evidence based policy development, preferably in the areas of social security, housing or poverty;
- Experience of using quantitative and qualitative research material to support public policy influencing work and campaigns.

Essential Skills

- Highly developed oral and written communication skills, with evidence of success in preparing clear reports, responses to consultations, briefings and other documents on policy issues;
- Oral presentation skills – able to present information concisely and persuasively to a range of audiences;

- Ability to build networks of contacts and maintain effective relationships with councillors, MPs, journalists, civil servants, local authority officers and third sector partners;
- Understanding of the formal and informal processes for influencing the London Mayor, local and central government;
- Able to prioritise, plan and manage projects, and demonstrate effective time management skills;
- Ability to plan and deliver effective communications and media activity;
- Proficient in the use of ICT.
- Commitment to improving the life chances of those on low incomes
- Willing to work hard and work flexibly and responsively as part of a small and busy team.