



Policy Manager

Full time, 35 hours a week

Initial two years contract, extension subject to funding

Salary £41,000-£45,000 depending on experience

Location: London

Background

Micro Rainbow International Foundation (MRIF) is a registered charity whose vision is to contribute to a world where lesbian, gay, bisexual, trans, queer and intersex (LGBTQI) people can achieve their full potential in life and have equal access to employment, training, education, financial services, healthcare, housing, places of faith, and public places and services, both in the UK and internationally. We work globally and achieve our vision through three main programmes: economic empowerment and advocacy, emergency housing, and support and social inclusion.

LGBTQI people are criminalised in more than 60 countries in the world and society persecutes and discriminates against them in even more countries. Those LGBTQI people who fear for their lives are sometimes able to reach the UK and claim asylum on the basis of their LGBTQI status. After going through the asylum determination process, successful LGBTQI claimants are subject to a number of further issues, including social isolation and poverty, that extend their experience of marginalisation and exclusion in their new country.

The role

This is a brand-new position at the MRIF.

The Policy Manager will help lead MRIF's national and international policy activities, in line with the organisation's strategic objectives.

This role aims to:

- Raise MRIF's national and international profile and promote our policy agenda with key influencers and policymakers
- Build and maintain relationships with government officials, and the wider policy community, strategically deploying senior organisational staff or representing MRIF in external meetings and civil society forums as directed.
- Draft insightful and compelling policy submissions, briefings and papers
- Identify and share insights into relevant emerging national and international political and policy trends helping to anticipate issues, risks and opportunities.

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Micro Rainbow International Foundation is a registered charity in England and Wales (no 1169868)

- Fulfil the key responsibilities of the job role in a professional manner while adapting to often changing circumstances and re-prioritising accordingly.
- Working collaboratively with charities and other stakeholders to achieve change

Key responsibilities

- Develop and deliver a policy influencing strategy and monitoring framework in coordination with other relevant team members
- Write high-quality policy and briefing papers, submissions or reports
- Monitor the outcomes of our policy work and engagement with government and parliament
- Learn from influencing successes and failures, and adapt strategies or plans accordingly
- Keep up to date with national and international policy developments and identify influencing opportunities
- Develop evidence-based policy responses to consultations, campaigns, and government inquiries that aim to shape policy outcomes for the benefit of the Micro Rainbow International Foundation
- Work collaboratively with charities and other stakeholders to achieve change
- Lead our engagement with civil servants, parliamentarians, ministers and other policy-makers, influencers or allies
- Keep colleagues informed on policy developments
- Act as a spokesperson in the media and at events
- Work with the Communications Manager to write blogs and articles on asylum and immigration and provide quotes and statements to the press
- Write reports on relevant issues for the board, donors and other stakeholders
- Comply with all our policies
- Undertake other reasonable tasks as requested

Person specification

We are looking for a candidate with relevant experience who can demonstrate the following:

Essential criteria

- Minimum two years' experience of policy work. This does not need to have come from a pure policy role but can also include policy experience gained while doing frontline work in the asylum sector.
- Ability to write engaging policy and briefing papers or reports
- Knowledge/understanding of tools and tactics that motivate, persuade or influence ministers, parliamentarians and civil servants
- Understanding of the asylum system and commitment to improving outcomes for the people in it
- Knowledge of policy issues relevant to the human rights or LGBTQI sector
- Ability to build and maintain strong professional relationships with a variety of stakeholders
- Ability to react swiftly to events in a fast-paced media and political environment
- Ability to work on multiple projects simultaneously and deliver to deadlines

- Committed to safeguarding principles, and willing to put the welfare of LGBTQI people at the forefront of their work.
- Strong interpersonal skills and ability to work as part of a team

Desirable criteria

- Experience of engaging directly with the Home Office at stakeholder meetings
- Track record of successfully influencing policymakers
- Knowledge of:
 - community sponsorship schemes
 - resettlement schemes
- Experience of collaborative or partnership working with external agencies and individuals.

Essential core competencies expected of all MRIF team members

1. Committed to our mission, vision and values
2. Understanding that everyone is learning all the time and that there is an expectation for everyone to be willing to learn and progress
3. To value and respect differences and the gifts they bring
4. To invest in the relational aspect/interactions with colleagues
5. When challenged, we embrace a reflective practice: What do I struggle with? What am I uncomfortable with? When am I outside my comfort zone? What can I do to progress? Who else can help?
6. To work as a team and look for opportunities to reduce isolation especially when working from home
7. To embrace our humanity, making mistakes, getting annoyed, having good days and less good days
8. Good English verbal and written communication skills
9. Ability to work independently while understanding the importance of seeking guidance and support when required
10. Ability to:
 - a. plan and prioritise work and meet deadlines
 - b. work collaboratively within a small, multidisciplinary team
 - c. work occasionally outside regular office hours with plenty of notice
 - d. work with people from diverse backgrounds
 - e. use standard workplace software programmes including Microsoft Word, Excel and PowerPoint

Terms and Conditions:

- This role is full time on a two-year fixed-term basis (with high likelihood of extension).
- The salary is £41,000 p.a. with potential annual step increases to £45,000 plus statutory employer's pension contributions.
- The post-holder is entitled to standard annual leave of 25 days rising after 24 months by one day after each year of service to maximum of 30 days per year; plus bank holidays.
- The post-holder will be based out of our office in Bethnal Green, London.
- Standard core hours of work are 9:00am - 5:30pm GMT/BST with possible requirement to work very occasionally at evenings and weekends.
- The post-holder must possess the right to live and work in the United Kingdom for the period of the contract

- Start date: as soon as possible.

How to apply:

MRIF is committed to equality and diversity and we particularly encourage applications from all sections of the LGBTQI community.

Please submit your CV and a two-page maximum covering letter explaining:

- (i) your interest in joining MRIF, and
- (ii) your relevant experience as per the skills and competencies outlined above, ensuring that all of the essential criteria are addressed.

If you have any queries relating to your application, please email recruitment@microrainbow.org, titling your communication: "Vacancy: Policy Manager".

Closing date: 6th September 2024 at 17:00 (London time).