

# Policy Manager

Job Description and person specification

**Role title:** Policy Manager

**Hours:** Full time (37.5 hours per week)

**Pay:** £38,000 - £41,000 (depending on experience)

**Location:** London hybrid, with the option of remote-only work for an exceptional candidate.

**Reporting to:** CEO

**Probation:** 6 months

## About the Work Rights Centre

Work Rights Centre is a charity that helps migrants and disadvantaged Britons access employment justice and improve their social mobility. We do this by providing: free legal advice that changes lives; tools that empower people to understand and assert their rights; and campaigns that challenge the systemic causes of injustice in the long-term with research, parliamentary advocacy, and strategic litigation.

Our frontline team addresses the most urgent aspects of socioeconomic disadvantage. Every year we recover thousands of pounds in unpaid wages for workers who were exploited by unscrupulous employers, and support hundreds of people to understand and secure their status in the UK. But to tackle this disadvantage in the long-term, we need to change policy systems. This is what this role leads on.

## Our systems change work

The main aim of our systems change work is to strengthen employment protections for vulnerable workers, and create an immigration system that treats migrants with dignity. We do this through **research** that documents and exposes the structural roots of labour exploitation; **policy influencing** work with decision makers who have the power to change systems; and **strategic litigation** that advances the protection and fulfilment of rights, and raises public awareness of injustice.

The Policy Manager plays a critical role in helping the charity to develop its policy positions, and in leading our influencing work with decision makers. As a senior position, this is also a role that contributes to the charity's development and overall sustainability, including by taking on line management duties as required, and supporting the CEO to deliver on strategic organisational goals. This is an ideal role for a candidate who has a robust understanding of the systemic drivers of labour exploitation, good experience of working with parliamentarians and government officials, an ability to work effectively in a multi-stakeholder environment, and a real passion for the charity's campaign aims.

## Responsibilities

### 1. Developing the charity's policy positions

The responsibility to deliver the charity's policy positions is primarily about understanding our clients' main issues and the structural drivers behind them, and formulating policy recommendations that are comprehensive, evidence-based, and attuned to the political and wider influencing landscape the charity operates in. This includes, but is not limited to, the following duties:

- Contribute to and, as required, lead on major publications that document the charity clients' issues, the underlying structural drivers, and need for change.
- Lead on formulating recommendations for policy change, informed by a good understanding of the UK's changing political landscape, best practice, and expert feedback.
- Lead on gathering expert feedback on policy recommendations, including from internal and external stakeholders, and revise the charity's position and strategy as appropriate.
- Monitor policy developments in areas that are of high interest to the charity.
- Digest and communicate the implications of policy developments internally and externally, as required, such as through blog posts and presentations, upholding a high standard of accuracy and source attribution at all times, and an accessible writing style.

### 2. Leading the charity's policy influencing work

To support our systems-change agenda, you will lead the charity's efforts to achieve buy-in from relevant stakeholders. This includes, but is not limited to, the following duties:

- Develop and ensure good delivery of the charity's policy influencing strategy.
- Maintain a comprehensive calendar of parliamentary and government consultations, planning the charity's outputs accordingly.
- Lead on the charity's written and oral evidence submissions.
- Maintain a comprehensive list of relevant policymakers, whose support can contribute to delivering the charity's policy change goals.
- Proactively reach out to policymakers and policy influencers to raise awareness of charity clients' issues, and advocate for policy change.
- Represent the charity in policy forums and multi-stakeholder initiatives.
- Give comments to the media as required, to support public awareness raising efforts.
- Maintain a list of policy influencing wins, to ensure the charity remains accountable.

### 3. Supporting the wider development of the organisation

As a senior staff member, we count on you to support the development and delivery of wider strategic goals that can improve the charity's sustainability. This includes, but is not limited to, the following:

- Line manage more junior staff members whose work contributes to the charity's systems change work.
- Contribute to the development of the charity's business plan and objectives.
- Demonstrate a willingness and readiness to take on strategic non-influencing work on occasion, for example project based work involving the delivery of training.
- Maintain a good relationship with key stakeholders in the policy influencing arena, acting as an ambassador for the Work Rights Centre at all times.

**Flexibility.** There is a lot to learn, and to offer, at the Work Rights Centre. The charity has grown a lot in recent years, and this relies on our ability to remain agile. We trust you to be responsive to our changing needs, and to adapt your workload and undertake any other duties that may be reasonably required. This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

## Person specifications

### Qualifications

- Degree in law, social sciences or a related discipline - preferred, but we'll consider candidates with extensive relevant professional experience.

### Knowledge and experience

- Good knowledge of UK immigration and/or employment justice, evidenced by academic credentials and/or professional experience.
- Three years' + professional experience of influencing policymakers.
- Demonstrable experience of successfully establishing bilateral relationships with policymakers, and of turning policy recommendations into real world change.
- Demonstrable experience of successfully working in a multi-stakeholder environment, gathering and working with allies with different viewpoints to achieve real world change.

### Skills

- Strategic thinking, you can comfortably turn long-term policy influencing objectives into actionable steps, monitor progress, and report impact.
- Excellent analytical skills, you can monitor a changing policy landscape, digest the implications of new announcements, and adjust your influencing plan accordingly.
- Good research skills, you can synthesise a complex volume of grey and academic literature and produce high quality publications.
- Good grasp of quantitative data and qualitative data, and ability to talk about data in plain language.
- Excellent written skills, you are clear, concise, and never lack a call to action.
- Strong presentation skills, you are comfortable talking to an audience.
- Strong organisational skills and ability to work to tight deadlines
- Excellent IT skills, including Word and Excel, and systems for remote working.

### Personal attributes

- Confident and resourceful, you can work to a high standard with minimal supervision.
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice.
- You have a real commitment to the aims and values of the Work Rights Centre.

## Desirable

- Track-record of working with government and other stakeholders relevant to the Work Rights Centre.
- Experience in legal research.
- Lived experience of the issues the charity is seeking to address.

Even if you are not sure whether you have all the experience, if you share our values and trust your ability to make a positive contribution to our policy influencing work, we encourage you to express interest. We encourage applications from candidates who have lived experience of the issues the charity set out to address. **NOTE:** applicants must have the right to work in the UK.

## How to apply

Download the full job description and person specification, and send your CV and Cover Letter to [recruitment@workrightscentre.org](mailto:recruitment@workrightscentre.org) by midnight on Sunday, 26th October. Please include links to at least two publications you authored in your cover letter. These can be blog posts, reports, or book chapters. We are particularly interested in publications related to this role, but generally want to see that you can write to a high standard.

## FAQs

### What is the organisational culture?

We are a small 14 (FTE) but ambitious team, and have often been told we punch above our weight. We made a conscious decision to build an organisation that is not only founded by and for migrants, but that also brings together a wealth of legal, research, policy, and comms expertise. This is what makes the Work Rights Centre special. We have a culture where intellectual agility and comradeship go hand in hand.

### What are my professional development opportunities?

The Work Rights Centre has a real culture for learning and upskilling. We have a dedicated training budget and encourage team members to attend training from reputable professional organisations, join conferences, and keep up to date with changing policy. This is a senior role with potential for significant profile building, including by (co)-authoring publications, meeting with senior stakeholders, giving talks and speaking to the press.

### What other benefits do staff get?

We offer enhanced sick pay for up to 28 days, additional leave days during Christmas office closure, and support all staff who wish to start families, by offering 20 weeks of enhanced parental pay.

### How is the Work Rights Centre funded?

Our main source of funding is grants from independent trusts and foundations. Having started with zero capital in 2016, over the last years we have developed long-term relationships with some of the best-regarded funders in the UK, including Trust for London, the Legal Education Foundation, the

National Lottery, City Bridge Foundation and many more. You can view a full list of our current funders on our [About us](#) page, and look up our financial record on the [Charity Commission's register](#).

**How financially sustainable is the Work Rights Centre?**

The Work Rights Centre is on a path of significant financial and organisational growth. For the last eight years we have consistently increased our income and the size of our team. In the previous financial year ending March 2024, we have grown our funding by circa 45% and we are projecting to grow substantially this year again. You can learn more from our accounts on the Charity Commission's register.

**Where is the Work Rights Centre headed in the next couple of years?**

The Work Rights Centre has three strategic objectives for the next couple of years. First, use our rare mix of employment and immigration legal expertise to support under-represented migrant workers to access justice. Second, use this frontline intelligence to call for reforms to the labour enforcement and work migration system, with parliamentary advocacy, careful media interventions, and strategic litigation. Third, work towards improving the charity's long-term sustainability by growing our earned income (including from training).