



POST: External Affairs Manager

SALARY: Up to £33,000 (depending on experience and qualifications) plus 5% Employer pension contribution

REPORTS TO: Director

MAIN PURPOSE OF JOB

Oversee the communications, volunteering, HR and training programs of women@thewell
With a strong understanding of exiting and legislative frameworks, to line manage specific projects relating to exiting.

MAIN DUTIES AND RESPONSIBILITIES

External and internal communications

1. Work with the Director and external consultants to devise and execute a dynamic strategy for communications and external affairs
2. Lead on development of the website as our 'shop window' including developing new areas, revising content and ensuring regular updates and new content in line with objectives
3. Produce and support staff and researchers to produce resources and publications that support our external affairs and communications strategy
4. Take lead responsibility for the production of the annual impact report

Training, Events and programmes

5. Oversee the annual programme of events organised by women@thewell and our partners ensuring events are well organised, safe and effective in furthering our organisational objectives
6. Coordinate and promote our program of external training and consultancy to relevant audiences working with relevant staff and external consultants as necessary to ensure funder requirements and organisational objectives are delivered
7. Develop and deliver a programme of school and church speakers to support awareness raising and fundraising opportunities
8. Develop a 'Jubilee Gift' giving programme to support fundraising

Policy and Advocacy

9. Work with colleagues to develop and delivery advocacy positions and responses to consultations as they arise
10. Determine, with the agreement of the Director, the key consultations for response submissions and ensure these are developed using relevant expertise and data from within the organisation
11. Identify opportunities to further the abolitionist objectives of the organisation
12. Attend events and conferences organised by relevant partners and agencies both in the uk and abroad as necessary

Data, information and regulatory monitoring

13. Take lead responsibility for the development and maintenance of the organisations database, working with specialist consultant to ensure the system remains relevant and effective
14. Undertake the responsibilities associated with GDPR compliance, acting at the organisations Lead Officer in this area and working with external advisors and consultants to ensure our compliance
15. Oversee the organisations work in relation to accreditation and kite marks

Partnership and networking

16. Keep oversight of stakeholder relationships held across the organisation, to ensure that we are maximising opportunities for coordinated activity with our partners
17. Develop relationships and networks with external relations teams in other organisations

Staff management and team-working

18. Line manage the staff member responsible for volunteer coordination to ensure high quality volunteer support and effective recruitment, induction, supervision, training and management.
19. Line manage the Employability Specialist to deliver the project according to grant and organisational requirements
20. Provide effective support and supervision to volunteers involved in supporting external affairs
21. Support the development of services and programmes in line with the organisations strategy, including setting objectives for external affairs, training and direct reports

Other duties

22. Work with the Centre Manager and Advocacy and Support Team Leader to ensure there is support for building related issues in planned and unplanned absences of the Centre Manager
23. Ensure that the organisations IT support contract is managed and delivered effectively to support the evolving needs of the organisation
24. Undertake a number of core tasks which apply to all members' staff, including being part of a periodic out of hours on call rota, and occasionally carry out other assignments in response to work load and capacity requirements within the organisation

PERSON SPECIFICATION

- A. Working knowledge of UK and international politics, policy development and advocacy in relation to prostitution and related issues
- B. Demonstrate excellent project and event management skills, including planning and prioritisation
- C. Able to communicate complex policy issues in a changing political landscape
- D. Experience of working with vulnerable and socially excluded women, particularly those involved in the sex trade and related areas (sexual exploitation, prostitution, homelessness, drugs, alcohol, violence, mental and physical ill-health, etc.)
- E. A working understanding of the complexities of the legal frameworks that impact on the women who use our services
- F. Experience of supervising staff/students/interns/volunteers and motivating both individuals and teams
- G. Ability to work in a self-directed way with limited supervision as befits the level of the role
- H. Strong knowledge of and commitment to abolition and an understanding of other legislative frameworks essential
- I. Track record of working within specialist women's organisations desirable
- J. Experience of setting and working within a budget
- K. Strong people skills and experience of engaging with women experts by experience in developing communication, training and/or policy resources
- L. A level of numeracy, literacy and comprehension that enables you to prepare and maintain budgets, press articles and policy documents
- M. Excellent communication skills, written and oral, including the ability to communicate appropriately with diverse audiences
- N. An ability to be self-servicing in the use of common IT applications and the ability to understand and collate statistics and work with data bases (Salesforce preferred) to draw out essential data and information
- O. Ability to network and effectively liaise with a range of people and professionals to support the objectives of the organisation
- P. An understanding of the principles underlying the provision of a holistic exiting support service for women
- Q. Ability to work under pressure, and manage time effectively, prioritising different areas of work according to need
- R. Good analytical, problem-solving and organisational skills
- S. Self-motivating, with initiative and drive
- T. Open, flexible, friendly and enthusiastic disposition and a team player
- U. Willingness to work flexibly in response to changing organisational requirements and work outside of office hours as necessary.

women@thewell

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