

## Job Description

<b>Job Title</b>	<b>Advocacy and Campaigns Coordinator – Coalition of Latin Americans in the UK (CLAUK)</b>
<b>Reports to</b>	Training and Development Manager
<b>Hours per Week</b>	21 hours per week (with possibilities of extension)
<b>Contract</b>	31st March 2021 (fixed term with possibilities of extension)
<b>Salary</b>	£29,650 per annum pro rata
<b>Pension</b>	Government Workplace NEST Pension Scheme
<b>Responsible for</b>	1-2 volunteers

### Job Purpose

The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs, and facing barriers to social protection.

CLAUK is a coalition of Latin American organisations from the voluntary sector that have come together to raise awareness and understanding of the issues facing the Latin American community in the UK and to provide a collective voice for, and represent the collective interests of the Latin American community in the UK.

The Advocacy and Campaigns Coordinator will develop, implement and coordinate the advocacy, campaigning, media, activism and project management activities of CLAUK. While employed and line managed by the Latin American Women's Rights Service (LAWRS), the post holder will be primarily responsible for proactively coordinating, supporting and structuring the work of the coalition, bringing together expertise and knowledge from CLAUK's members and a further range of sources in the achievement of the coalition objectives.

## **Main accountabilities**

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1. To continue developing and implementing CLAUUK's integrated strategy for the official recognition of Latin Americans as an ethnic minority in London and the UK, working to improve Latin Americans' access to health and labour rights, by:
  - Working closely with the coalition members in appropriate responses to counter key barriers facing the Latin American community in London and the UK.
  - Working closely with LAWRS Policy and Communications Coordinators in the different stages and milestones of the coalition campaigns and advocacy work.
  - Building on an astute analysis of the political, community and organisational environment.
  - Actively promoting the aims and goals of CLAUUK within the Latin American community and its key organisations, promoting and encouraging the participation of new groups, with particular emphasis on recruiting representatives of under-represented groups.
  - Overseeing the dissemination of campaign materials for use by the coalition and other stakeholders, including the maintenance of CLAUUK's website and social media.
  
2. To coordinate the delivery of activities against projects and initiatives targets and outcomes, through:
  - The efficient management of CLAUUK projects and initiatives, including tracking work to be completed, optimising the use of staff and volunteers time and other resources.
  - Implementing the coalition strategy in all activities and reporting to CLAUUK members regularly on progress.
  - The adherence to LAWRS standards, policies and procedures, and compliance with accreditations and regulatory bodies.
  
3. To lead the coalition's work, by:
  - Developing a work programme to structure the work of partners and other relevant stakeholders.
  - Managing the multiple components of the work programme to maximise impact - i.e. input from CLAUUK's partners, volunteer advocates' actions, media activities, direct representation, grassroots mobilisation, and alliances with other organisations and networks.
  - Organising and service regular meetings of CLAUUK members and ensure that decisions are followed up timely and appropriately.
  - Ensuring that monitoring and evaluation of activities, outcomes, and impact is evidenced as required.

- Managing and supporting volunteers and interns to increase reach and effectiveness of the work undertaken by CLAUUK (recruitment, induction, training and support for volunteers is provided elsewhere at LAWRS)
4. To act as an ambassador, upholding and maintaining CLAUUK's ethos, values, aims and objectives, including:
- Forging and maintaining excellent links with: elected members and senior/key personnel of the GLA and Mayoral Office at London-wide level. At local borough level, maintain and develop relationships in key London boroughs with significant Latin American populations, while ensuring a profile and reach across all of London's boroughs.
  - Representing the Coalition in meetings, forums, events, and with other contacts with opinion formers and decision-makers in government and other organisations and other relevant stakeholders.
  - Responding, in coordination with members to government consultations relevant to CLAUUK lobbying and campaigning agenda as identified.
  - Ensuring that CLAUUK is active within campaigns and groups relevant to the goals and objectives of CLAUUK and other existing campaigns to further, preserve or defend the rights of migrants, and of BME and newer communities.
5. Other accountabilities:
- To deliver all aspects of this job description in accordance with LAWRS' policies and procedures.
  - To attend regular one to one sessions, staff and other relevant meetings.
  - To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
  - To carry out any other appropriate duties appropriate in pursuance of LAWRS aims and objectives, when requested by your line manager.
  - To take up training on issues relevant to your work.

**Other requirements or conditions of the role:**

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- You might be requested to participate in occasional organisational activities in the weekends and/or outside your working days/hours.
- This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

## Person specification

Education and Qualifications	Measured by
1. Educated to degree level or equivalent	Application Form
<b>Experience</b>	
2. Demonstrable experience in campaigning, including experience of designing, implementing and managing campaigns.	Application Form Interview Exercise
3. Experience of working with informal networks, coalitions or umbrella organisations.	Application Form Interview
4. Experience of building, developing and maintaining effective working relationships and communications with organisations and stakeholders and work collaboratively with others	Application Form Interview
<b>Knowledge and Understanding</b>	
5. Excellent knowledge and conceptualisation of the issues facing Latin American migrants in the UK, and in London in particular.	Interview Exercise
6. Knowledge of local government decision making processes in the UK.	Application Form
7. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work.	Interview
8. Commitment to human rights and social change	Interview
9. Excellent command of English and Spanish and/or Portuguese both orally and in writing, including quality written work for reports and formal written communications.	Application Form Interview Exercise
10. Knowledge of monitoring and evaluation tools and processes.	Application Form
<b>Skills and Abilities</b>	
11. Strong representation skills and proven ability to network effectively.	Interview

12. Advocacy skills, diplomacy, ability to persuade and influence.	Application Form Interview
13. Ability to take complex ideas and express them in a form appropriate to the audience, verbally and in writing	Interview
14. Good ICT skills and making use of computerised systems and databases.	Application Form
15. Ability to be self-administering, set priorities, work on own initiative and under supervision and as part of a team.	Application Form
16. Excellent project management skills and ability to delegate.	Application Form
<b>Desirable</b>	
17. Fundraising experience and evidence of successful small/medium-size grants applications.	Application Form
18. Excellent understanding of operating models for networks and coalitions.	Application Form
19. Experience of external representation to politicians, government officials and other decision-makers in the UK	Application Form
20. Ability to speak and write a third language whether Spanish/ Brazilian Portuguese.	Application Form

**Last updated:** September 2020