

Job Advert – Policy & Research Manager (Maternity Cover)

May 2022



The [European Network on Statelessness](#) (ENS) is a civil society alliance of over 170 members in 41 countries, committed to addressing statelessness in Europe. Everyone has the right to a nationality. We believe this must be respected and those who lack nationality - stateless people - are entitled to full protection. We are dedicated to working with stateless people in Europe to advocate for respect of their human rights. We aim to reach our goals through law and policy development, awareness-raising, and capacity-building.

ENS is seeking a Policy & Research Manager to lead the organisation's Policy Team for 12 months (maternity cover). This is a great opportunity to work at the forefront of one of the most pressing human rights issues. The successful candidate will lead our policy development and advocacy, legal, research, and training functions, to monitor, inform and advocate for effective law, policy, and practice across the region as it impacts on diverse stateless people and those at risk of statelessness.

We are looking for someone with senior level policy, research, and project management experience in a similar role in an NGO environment. They will have an expert understanding of the working methods and advocacy channels of European and international institutions (including the European Union, Council of Europe, and United Nations) and significant experience leading projects to affect change on statelessness or related nexus areas such as child rights, refugee and migrant rights, and/or Roma and minority rights.

With line-management responsibility for the Legal Policy Coordinator and Policy & Advocacy Officer, the postholder will work closely with the Senior Management Team to manage projects addressing a wide range of issues relating to people affected by statelessness and nationality problems in Europe. They will conduct and supervise legal and/or policy analysis, draft policy papers and submissions, design and develop policy, research, and advocacy projects, facilitate training, represent ENS at advocacy meetings and events, and contribute to the work of the team in other areas, such as campaigning and community engagement. Working in a small charity, the role requires an individual capable of thinking strategically, managing a busy and fast-paced workload, and being hands-on on a day-to-day basis.

The postholder will be contributing positively to our dynamic organisational ethos and cross-team working where all ideas are valued, and innovation is encouraged. They will be able to fit well into a fast-paced and demanding environment with an international focus. We are looking for someone with the ability to bring their experience and skills and adapt and integrate quickly and effectively into the team. The role represents an exciting opportunity for candidates with the necessary aptitude, flexibility, and ambition, as well as a commitment to work with stateless people across Europe to improve their lives.

We particularly welcome applications from stateless (or formerly stateless) individuals, people from a migrant, refugee or minority background, and other under-represented groups.

ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required in line with our Safeguarding Policy. ENS supports flexible working arrangements.

This post is a 12-month fixed-term contract (maternity cover). For questions about the role, contact ENS Director, Chris Nash (chris.nash@statelessness.eu).

Please note that all applicants must have an existing right to work in the UK. Unfortunately, we are unable to sponsor visa applications for this post.

Job Description

Policy & Research Manager	
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Location	ENS offices in London (hybrid working)
Reporting to	Director
Responsible for	Two staff members
Contract type	12 months fixed term (maternity cover)
Hours of work	35 hours per week (full-time)
Salary	£42,377
Other entitlements	25 days annual holiday (pro rata) and 3% employer pension contribution
Main purpose of job	To manage the organisation's Policy Team (encompassing its policy development and advocacy, legal, research, and training functions) and oversee implementation of relevant projects.

Main Responsibilities of the Policy & Research Manager

Law and policy development and research

- 1) Oversee the implementation of core ENS legal, policy, and research projects, including the Stateless Journeys and Roma Belong initiatives
- 2) Supervise the identification and research of legal and policy issues affecting stateless persons and those at risk of statelessness in Europe
- 3) Develop, design, and oversee law, policy, and research projects
- 4) Research and draft reports, briefings, consultation responses, policy papers, and articles, and supervise team members to do so
- 5) Monitor and analyse relevant legislative, policy and practice developments on statelessness in Europe and supervise team members to do so
- 6) Copyedit and proofread publications and other output/materials
- 7) Coordinate and provide legal and policy input to campaigning and communications work, as well as write and support the drafting of blogs, op-ed pieces, and other copy

External advocacy and training

- 8) Oversee ENS's advocacy, training, and capacity-building activities
- 9) Maintain and establish strategic relationships with a range of stakeholders across Europe
- 10) Represent ENS at stakeholder meetings, seminars and conferences, and support team members to do so

- 11) Design and facilitate training and workshops both in-person and online for a variety of legal and non-legal audiences, and support team members to do so

Management, fundraising, development & other duties

- 12) Manage the organisation's Policy Team (encompassing its policy development and advocacy, legal, research, and training functions), and provide relevant input to the Senior Management Team (SMT) to support organisational decision-making, fundraising, and strategic planning
- 13) Coordinate pan-regional projects, including contributing to budget planning and management, and monitoring, evaluation, and learning (MEL)
- 14) Write reports to funders for relevant projects and support drafting of new funding proposals
- 15) Line-manage the Legal Policy Coordinator and Policy & Advocacy Officer and coordinate the work of the Policy Team (encompassing the Legal Policy Coordinator, Legal Officer, and Policy & Advocacy Officer)
- 16) Support the recruitment and supervision of volunteers and consultants

This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to periodic review in light of changes and development of the organisation. The postholder may be asked to undertake other duties for which the postholder has the necessary experience and/or training.

Person Specification

Essential Criteria

Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities, and knowledge meet the requirements of this post.

Applications that fail to demonstrate this will not be considered for shortlisting

- 1) At least five years' experience in a similar role with senior level policy, research, and advocacy experience working on a related issue (e.g., statelessness and nationality rights, migrant and refugee rights, Roma and minority rights, or child rights)
- 2) Demonstrable experience in an NGO context designing, developing, managing, and delivering projects that encompass (i) policy analysis and development, ii) research, and iii) policy advocacy
- 3) Experience line-managing individual staff and managing a staff team
- 4) Experience designing and undertaking qualitative research in an NGO setting
- 5) Experience designing and facilitating training and/or capacity-building workshops both online and in-person for different audiences
- 6) Demonstrable ability to develop and maintain stakeholder relationships with a wide range of external partners (policymakers, parliamentarians, service-providers, NGOs, civil society coalitions, lawyers, communities from diverse cultural and linguistic backgrounds)
- 7) Proven ability to analyse and present complex legal and policy information clearly, comprehensively, and accurately in writing, and an ability to edit, proofread and format documents to a high standard

- 8) Highly articulate in English with an ability to present complex information clearly in meetings, conference presentations, and training contexts to a variety of legal and non-legal audiences
- 9) Expert understanding of the working methods and advocacy channels of European and international institutions (including the European Union, Council of Europe and United Nations)
- 10) Good working understanding of international human rights frameworks as well as international and European refugee law and policy
- 11) Strong project management skills (including planning, managing project budgets, reporting, monitoring, evaluation, and learning)
- 12) Good organisational skills, a can-do attitude, ability to empathise with different perspectives, and the ability to work independently with limited supervision, as well as a commitment to constructive and cooperative team working
- 13) Advanced working knowledge of MS Office applications (especially Teams, Outlook, Word, PowerPoint, and Excel)
- 14) A strong and demonstrable commitment to our mission
- 15) Existing right to work in the United Kingdom and ability to travel (mainly within Europe)

Desirable Criteria

The postholder may meet some or all of the following *desirable criteria* for the post:

- 1) Senior level policy experience working on a related issue in the European regional context
- 2) Postgraduate degree in a relevant subject
- 3) LLM or equivalent legal background, including experience of strategic litigation
- 4) Experience working for a civil society coalition or network/membership NGO working on a related human rights issue
- 5) Professional competency in additional languages (particularly French, Spanish, German and/or other European languages)

Data Policy

The European Network on Statelessness (ENS) is a registered Charitable Incorporated Organisation in England (charity number 11583414). Our address is 28 Stainforth Road, London E17 9RD, United Kingdom. ENS is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. ENS will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. The information we collect from you will be stored in the European Economic Area ("EEA"). We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case,

ENS will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@statelessness.eu or write to us at ENS, 28 Stainforth Road, London E17 9RD, United Kingdom. For more information on how we process data and your rights please read our [general privacy policy](#).

Safeguarding

ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required and in line with our Safeguarding Policy and Procedures. More information, including a copy of ENS's Safeguarding Policy, can be provided on request.

Application Procedure

Candidates should send a completed **application form** with a recent example of a written policy output to info@statelessness.eu no later than **Monday 13 June 2022 (9am UK time)**, stating "Policy & Research Manager" in the subject heading. For questions about the role, contact ENS Director, Chris Nash (chris.nash@statelessness.eu).

Candidates are also encouraged to fill out an **Equality and diversity form**. Your co-operation in completing this form is greatly appreciated, but not mandatory. Any information you provide is treated in strictest confidence and does not form part of your application.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 20 days of the closing date, please assume that your application has not been successful on this occasion.

Interviews are scheduled to be conducted on **Wednesday 23 June 2022**.