



European
Network on
Statelessness

September 2022

Campaigns & Community Engagement Coordinator

ENS is seeking a Campaigns & Community Engagement Coordinator to play a key role in enabling ENS to fulfil its mission to end statelessness in Europe. This is a great opportunity to work at the forefront of one of the most pressing human rights issues. The successful candidate will shape the way stateless people are involved in our work and help us develop new ways of raising awareness and galvanising action to end statelessness.

The [European Network on Statelessness](#) (ENS) is a civil society alliance of over 170 non-governmental organisations, academics and individual experts 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.

We are looking for a candidate with a solid track record in **community engagement** (including working with minority, migrant, refugee and/or stateless communities) and **campaigning** to affect change on hard-to-win issues.

Working under the supervision of the Head of Communications, Operations & Development, the postholder will help deliver ENS's [#StatelessJourneys campaign](#) and wider influencing work to promote the rights of stateless people in Europe. The postholder will also coordinate implementation of [ENS's community engagement strategy](#), including working directly with people and communities affected by statelessness.

The successful candidate will have experience working in human rights and be able to show an aptitude to successfully engage in the various facets of the role, ranging from community engagement, capacity building to communications and delivering engaging campaigns.

The candidate will be highly articulate in English (other languages especially Arabic/Farsi/Spanish/Kurdish/German/Serbo-Croat/Romani languages are an asset) with experience of working with diverse communities and a good understanding of developing and facilitating online events and meetings. They will be able to effectively manage and work within networks and coalitions for campaigning and communications purposes (including to work alongside the Communications Coordinator and providing support to the Head of Communications, Operations and Development).

The candidate 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 interest to develop their skills as we take on new challenges in fulfilling our [strategic plan](#). 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.

Please note that the post is based in the UK and all applicants must have the right to live and work in the UK and documentary evidence will be required from a successful candidate.

If you would like to discuss any aspects of the role, please contact ENS Head of Communications, Operations & Development, Jan Brulc (jan.brulc@statelessness.eu).

Job Description

Campaigns & Community Engagement Coordinator

Location	London (SE1) office & working from home (ENS uses a hybrid working model with staff working part of the week from home and part of the week from the office)
Reporting to	Head of Communications, Operations & Development
Responsible for	Volunteers
Salary	£34,479 per annum (ENS operates an annual inflation linked salary review which is subject to Board approval)
Hours of work	35 hours per week (We are also open to considering applications from part time candidates. Please specify when applying)
Contract	Full-time; Permanent contract
Other entitlements	25 days annual holiday and 3% employer pension contribution (this is planned to increase to 5% from 1 January 2023)

Main Responsibilities of the Campaigns & Community Engagement Coordinator

Community engagement

1. Lead on the implementation, further development, and monitoring/evaluation of ENS's community engagement strategy
2. Facilitate regular workshops and meetings (online and in-person where possible and safe) with stateless activists and community representatives across Europe, working with them to prioritise and take action on issues of shared concern, support relationship and partnership-building, and find new ways to collaborate

3. Build new relationships with communities through outreach work and encourage new member applications from individuals and communities affected by statelessness around Europe
4. Work with and support people and communities affected by statelessness to co-design and deliver advocacy and campaign related activities, building on their skills, competencies, and priorities
5. Facilitate networking, partnership-building, and coordination of advocacy activities at national level between community-led/non-community-led ENS members
6. Continually help identify and promote shared advocacy spaces and provide support to facilitate the participation of people and communities affected by statelessness in the work of ENS
7. Amplify the voices of stateless communities and support stateless individuals to engage with the media
8. Support the integration and engagement of community members across the network, including the Advisory Committee and other Governance processes
9. Co-design, facilitate and deliver workshops on capacity building and training events for community activists, including developing a new mentoring programme

Campaigns and communications

1. Coordinate the design and delivery of our StatelessJourneys campaign, working closely with other ENS staff, ENS members and other relevant stakeholders
2. Raise the profile of ENS and highlight key campaign issues by writing copy and planning multimedia content for a range of different channels
3. Coordinate the planning and delivery of campaign events
4. Represent ENS at external events, including delivering presentations to a diverse group of stakeholders such as community representatives, NGOs, lawyers, policymakers, officials, and parliamentarians
5. Maintain external relationships with a diverse range of stakeholders, including policymakers, practitioners, lawyers, academics and communities from diverse cultural and linguistic backgrounds
6. Work with the Communications Coordinator and input into ENS' editorial and social media weekly planning

Admin, Fundraising and other duties

1. Actively contribute to fundraising, monitoring and evaluation, and strategic and operational planning as required
2. Undertake shared office administration and project support tasks as required
3. On occasion when required, work outside usual office hours and away from the office (including some travel within Europe).

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 to 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 each of the requirements of this post.

Applications that fail to demonstrate this for the essential criteria will be not be considered for shortlisting.

- 1) Experience in a similar role dedicated to or involving community engagement work (with minority, migrant, refugee, and/or stateless communities), including proven experience of and a good understanding of principles and practice of community engagement & development
- 2) Ability to empathise, understand different perspectives and use this understanding to inform the delivery of work
- 3) Experience of stakeholder engagement with a wide range of external partners (e.g., policymakers, practitioners, lawyers, and communities from diverse cultural and linguistic backgrounds)
- 4) Ability to present complex information clearly, comprehensively, and accurately both orally and in writing to a range of audiences, including to communities
- 5) Proven track of running training sessions, workshops and/or mentorship programmes, including planning, developing & delivering content, and evaluating outcomes
- 6) Experience of supporting the delivery of successful campaigns, including developing strategy, engaging communities, implementing campaign activities, mobilising campaign partners and writing campaign content (for a range of different channels)
- 7) A strong commitment to our mission and understanding of relevant human rights frameworks, including some knowledge of those specific to stateless people, refugees and migrants, and minorities in Europe
- 8) Good project management, administration, and organisational skills
- 9) Good knowledge of MS Office applications (especially Outlook, Word, PowerPoint, and Excel) and ability to edit, proofread and format documents to a high standard using MS Office tools
- 10) A can-do attitude and ability to work independently with limited supervision, as well as a commitment to constructive and co-operative team working
- 11) Please note that the post is based in the UK and all applicants must have the right to live and work in the UK. Documentary evidence will be required from a successful candidate.

Desirable Criteria

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

- 1) Understanding of safeguarding with prior experience in a safeguarding role
- 2) Experience of working for a civil society coalition or network/membership organisation working on human rights issues
- 3) Experience using participatory and co-design approaches to deliver capacity, skills-building and other activities

- 4) Experience of group facilitation, including thorough understanding of group dynamics and group process to enable a full range of voices and opinions to be heard and incorporated
- 5) Proven understanding of good campaign supporter experience with the ability to recruit, retain and mobilise supporters online
- 6) Proven track record of developing campaign evaluation frameworks, including using online metrics and qualitative feedback from focus groups and interviews
- 7) Policy and/or advocacy experience on relevant human rights issues (e.g. statelessness, nationality rights, refugee/migrant rights, minority rights)
- 8) Competency in additional languages and experience of working in a multi-language environment (particularly Arabic/Farsi/Spanish/Kurdish/German/Serbo-Croat/Romani 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 (including a DBS check) 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 written work (ideally an item written for the web – blog, article or similar) to info@statelessness.eu no later than **4 October (1 PM)**, stating "Campaigns & Community Engagement Coordinator" in the subject heading.

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 in person on **11 October 2022**.

If you would like to discuss any aspects of the role, please contact ENS Head of Communications, Operations & Development, Jan Brulc (jan.brulc@statelessness.eu).