



European
Network on
Statelessness

August 2023

Policy & Advocacy Coordinator

ENS is seeking a Policy & Advocacy Coordinator to play a key role in enabling ENS to fulfil its mission to break the cycle of statelessness in Europe and realise everyone's right to a nationality.

This is a great opportunity to help us deliver our new Strategic Plan working at the forefront of one of the most pressing human rights issues. The successful candidate will coordinate pan-regional policy and advocacy initiatives working together with our members and affected communities to bring about change to law, policy and practice.

The [European Network on Statelessness](#) (ENS) is a civil society alliance of over 180 members in 41 countries, committed to breaking the cycle of statelessness in Europe and realising everyone's right to a nationality. We are dedicated to raising awareness about statelessness, supporting legal and policy development, and building civil society's capacity to act. At the heart of our work lies the understanding that stateless people and their communities should be the leaders of change.

We are looking for someone with a **solid track record of influencing change on human rights issues through evidence-based policy analysis, development, and advocacy**. The successful candidate will have **expert understanding and experience of advocacy channels of European and international institutions** including the European Union, Council of Europe and UN agencies, and will be able to show an aptitude to coordinate and deliver pan-regional work to monitor, inform, and promote effective law, policy, and practice.

Working alongside our Legal Policy Coordinator and Legal Officer under the supervision of the Head of Policy & Research, the postholder will undertake policy analysis, draft policy papers and submissions, coordinate policy, research, and advocacy initiatives, represent ENS at advocacy meetings and events, facilitate training and workshops, and contribute to our work in other areas, such as campaigning and community engagement.

The successful candidate will be highly articulate in English (other languages are an asset), capable of thinking strategically, managing a busy and fast-paced workload, and being hands-on on a day-to-day basis. They will contribute 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 new 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, and people from a migrant, refugee, or minority background. If you require support with your application, please [get in touch](#) to discuss this further with us.

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. We are happy to discuss flexible working options at the interview stage.

Please note that the post is based in the UK. We may be able to sponsor candidates who do not have prior right to work in the UK. *Please specify this on the application form.*

For questions about the role, contact ENS Head of Policy & Research, Nina Murray (nina.murray@statelessness.eu).

Job Description

Policy & Advocacy Coordinator

Location	London (SE1) office & working from home <i>ENS operates a hybrid working model with staff working partly from home and partly from the office. The postholder would usually be required to work in the office a minimum of one day per week during their probation period and a minimum number of days per month to be agreed with their Line Manager thereafter.</i>
Reporting to	Head of Policy & Research
Responsible for	No direct reports
Contract type	Permanent
Hours of work	35 hours per week (full-time) <i>We are also open to considering applications from part time candidates. Please indicate in your application if you wish to be considered for the role on a part-time basis.</i>
Salary	£36,548 <i>ENS operates an annual inflation linked salary review subject to Board approval.</i>
Other entitlements	25 days annual holiday (with an additional day for each completed year of service up to 5 years) and 5% employer pension contribution

Main Responsibilities of the Policy & Advocacy Coordinator

Policy analysis, development, and advocacy

- 1) Working under the supervision of the Head of Policy & Research and alongside other team members, coordinate policy and advocacy initiatives on statelessness and lead on delivery and monitoring of policy and advocacy towards the EU, Council of Europe, UN, and other relevant institutions in specific thematic areas (e.g., child rights, refugee and migrant rights, minority/Roma rights)
- 2) Establish and maintain strategic relationships with a range of relevant stakeholders across Europe including regional institutions (e.g., EU, Council of Europe, OSCE, etc.), decision-makers, parliamentarians, service-providers, NGOs, ENS members, and representatives of affected communities
- 3) Represent ENS at stakeholder meetings and events and support team members to do so
- 4) Monitor relevant law, policy, and practice developments relating to statelessness in Europe and brief different stakeholders on issues of concern in writing and orally
- 5) Research and draft reports, briefings, consultation responses, policy papers, and articles

- 6) Contribute to the updating, development, and maintenance of ENS's Statelessness Index, by carrying out legal and policy research and analysis, drafting and reviewing briefings and website copy, and supporting member-led advocacy initiatives
- 7) Support ENS's training and capacity-building activities including designing and delivering online and in-person training and workshops for a variety of audiences, and support other team members to do so
- 8) Review, copyedit and proofread legal and policy outputs led by other team members
- 9) Provide advocacy insight and policy expertise to assist with development and delivery of campaigns and communications work, including identifying strategic opportunities, drafting and reviewing content, such as blogs, editorials, campaign messaging, and other outputs
- 10) Support work to find new ways to engage people with lived experience and representatives of affected communities in our policy and advocacy work

Admin, fundraising, and other duties

- 11) Actively contribute to fundraising, reporting to funders, monitoring, learning and evaluation activities, and strategic and operational planning as required
- 12) On occasion when required, work outside usual office hours and away from the office (including travel within Europe)
- 13) Support the recruitment and supervision of volunteers
- 14) Help to identify and engage prospective new members
- 15) Undertake shared office administration and project support tasks as required

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 each of the requirements of this post. ***Applications that fail to demonstrate that they meet all essential criteria will not be considered for shortlisting.***

- 1) Senior level policy and advocacy experience in a similar role working to influence evidence-based change on a related human rights issue at European level (e.g., statelessness and nationality rights, migrant and refugee rights, Roma and minority rights, or child rights)
- 2) Experience of planning and coordinating the delivery of successful advocacy initiatives, including identifying opportunities, gathering evidence, engaging communities, mobilising partners, writing content and monitoring and evaluating outcomes
- 3) Demonstrable experience of developing and maintaining strategic stakeholder relationships with a wide range of external partners for the purposes of inside and outside track policy and advocacy work

- 4) Proven ability to research, analyse and draft complex legal and/or policy information clearly, comprehensively, and accurately in writing, and an ability to edit, proofread and format documents to a high standard
- 5) Highly articulate in English with an ability to present complex information clearly and accurately orally in meetings, presentations, training and capacity building contexts for a variety of different audiences
- 6) Expert understanding and experience of the working methods and advocacy channels of European and international institutions (e.g., European Union, Council of Europe, and UN)
- 7) Good understanding of international and regional human rights frameworks, including working knowledge of relevant legal and policy frameworks specific to the rights of stateless people in Europe and the right to a nationality
- 8) Good project management, administration, and organisational skills
- 9) 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
- 10) Good working knowledge of MS Office applications (especially Teams, Outlook, Word, PowerPoint, and Excel)
- 11) A strong and demonstrable commitment to our mission including to the participation of people with lived experience of statelessness and representatives of affected communities in our work

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 human rights issue in a national context
- 2) Experience involving affected communities in policy and advocacy work and supporting community representatives to lead change efforts
- 3) Undergraduate or postgraduate degree in a relevant subject
- 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, Russian, Serbo-Croat, Romanes, Arabic, Turkish, and/or other 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 **25 Sep 2023 (9am UK time)**, stating "Policy & Advocacy Coordinator" in the subject heading. For questions about the role, contact ENS Head of Policy & Research, Nina Murray (nina.murray@statelessness.eu).

Candidates are also encouraged to fill out an online [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 **Monday 2 October 2023**.