



European
Network on
Statelessness

October 2023

Community Engagement Coordinator

ENS is seeking a Community Engagement 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 shape the way stateless people and community-led organisations 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 180 members in 40 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 leaders of change.

We are looking for a candidate with a solid track record in community engagement and/or development, including working with minoritized, migrant, refugee and/or stateless communities.

Working under the supervision of the Head of Communications, Operations & Development, the postholder will help deliver ENS's new strategic plan, and lead on realisation of our goal to support people with lived experience of statelessness and their communities to claim power as leaders of change. They will also work to ensure that community engagement is integrated across the three pillars of ENS's work: law and policy development, awareness-raising, and capacity-building.

The successful candidate will have experience working on human rights issues and be able to show an aptitude to successfully engage in the various facets of the role, ranging from community engagement, group facilitation, and capacity building, to communications, advocacy, and story-telling work.

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 in developing 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.

We provide a friendly and welcoming team environment. This includes weekly supervision meetings, flexible working arrangements, opportunities for travel, and opportunities for learning and professional development.

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 has a flexible working policy and is open to considering the role being undertaken on a part-time basis. Please specify your preferred work hours when applying. We will be happy to discuss flexible working options at the interview stage.

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.

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

Community Engagement 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 Communications, Operations & Development
Salary	£36,548 per annum <i>ENS operates an annual inflation linked salary review which is subject to Board approval</i>
Hours of work	35 hours per week (full-time) <i>ENS has a flexible working policy and is open to considering the role being undertaken on a part-time basis. Please specify your preferred work hours when applying</i>
Contract	Permanent contract
Other entitlements	25 days annual holiday (with an additional day for each completed year of service up to 5 days), 5% employer pension contribution, enhanced family friendly policies, enhanced sick leave & sick pay and an employee assistance programme.

Main Responsibilities of the Community Engagement Coordinator

1. Play a leading role in coordination of the planning, implementation and monitoring/evaluation of community engagement work under ENS's new strategic plan, which includes a goal that people with lived experience of statelessness and their communities can claim power as leaders of change
2. Facilitate regular meetings of the ENS Community Group (online and in-person) 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. Lead on community development work to foster relationships between ENS, our members and affected communities and individuals, and facilitate developing joint strategies on ending statelessness in Europe
4. Build new relationships with communities through mapping and outreach work
5. 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
6. Support Community Group members to take action autonomously
7. Work to ensure that community engagement is integrated and mainstreamed in all of ENS's work, including law and policy development, information and awareness-raising, and capacity-building
8. Together with the ENS Policy Team help identify and promote shared advocacy spaces and provide support to facilitate the participation of people and communities affected by statelessness in advocacy initiatives, facilitate partnership-building, and coordinate advocacy activities at national level between community-led and non-community-led ENS members
9. Support the integration and engagement of community members across the network, including the Advisory Committee and other Governance processes
10. Co-design, facilitate and deliver workshops for community activists, including to build capacity and leadership through peer-to-peer learning and knowledge sharing
11. Facilitate in-depth reflection sessions with communities about their priorities for building change and their preferred way of influencing the wider sector
12. Raise the profile of ENS and highlight key issues faced by stateless people in Europe by writing for a range of different channels in collaboration with other staff
13. Coordinate the planning and delivery of community and advocacy events
14. Represent ENS at external events, including delivering presentations to diverse stakeholders such as community representatives, NGOs, lawyers, and decision-makers
15. Maintain external relationships with a diverse range of stakeholders
16. Work with the Communications Coordinator to identify new opportunities, including campaigns, multimedia and story-telling projects to amplify the voices of stateless communities and input into ENS' editorial and social media weekly planning

Admin, Fundraising, and other duties

1. Actively contribute to fundraising to resource the work of ENS and community members
2. Contribute to monitoring and evaluation, and strategic and operational planning as required

3. Undertake shared office administration and project support tasks as required
4. 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. Please indicate in your responses in the application how you meet the different criteria below.

Skills and knowledge gained from lived experience, from voluntary work or from paid work are all equally valuable, so please do include these in your application.

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 or community development work (with minoritized, migrant, refugee, and/or stateless communities),
- 2) Experience and a good understanding of principles of community engagement and community development
- 3) Experience of group facilitation, including thorough understanding of group dynamics and group processes to enable a full range of voices and opinions to be heard and incorporated
- 4) Ability to present complex information clearly, comprehensively, and accurately both orally and in writing to a range of audiences, including affected communities
- 5) Experience of stakeholder engagement with a diverse range of stakeholders including policymakers and people with lived experience
- 6) Experience of delivering successful awareness-raising campaigns that engage audiences with creative and compelling stories across various channels, and of co-developing collaboration models with communities and people with lived experience (e.g. multimedia and story-telling projects)
- 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 an existing 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) Proven track of facilitating training, workshops, and/or mentorship programmes, including co-designing and delivering content, and evaluating outcomes
- 4) Experience of trauma-informed approaches to working with groups and individuals
- 5) Experience of working with communities and people with lived experience to co-develop collaborative law and policy development working models
- 6) Proven track record of facilitating focus groups and interviews to collect qualitative feedback for evaluation purposes
- 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](#) to info@statelessness.eu no later than Monday 20 November 2023 (9am UK time), stating “Community Engagement Coordinator” in the subject heading. For questions about the role, contact ENS Head of Communications, Operations & Development, Jan Brulc (jan.brulc@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 4 December 2023.