



JOB PROFILE – Senior Policy and Research Officer

Status & Hours: Permanent, 5 or 4 days a week (35 or 28 hours per week)

Reports to: Head of Policy

Location: London

Salary: Salary starts at £36,945 pro rata, rising to £39,145 in two annual increments

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Wednesday 9 December to: application@jubileedebt.org.uk

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1. About Jubilee Debt Campaign

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, and campaigning, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is fair, democratic and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed, or driven into poverty by debt.

We have a small, highly-skilled team with an agile, creative, and flexible approach; a network of local activists across the UK; a growing community of online activists; and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for developing countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 poor countries from being sued by vulture funds in UK courts
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea
- A cap on interest and charges for rip-off 'rent-to-own' products
- Up to \$12 billion of developing country debt suspended in response to Covid-19

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in developing countries to bear on the debt problems and opportunities facing the UK economy. We've just finalised a new strategy with ambitious goals to guide the next 3-5 years of our work. We have three current priority work areas:

1. The new public debt crisis in the global South
2. The UK's household debt crisis
3. Debt and climate change

We're currently expanding as an organisation in order to increase our impact and rise to the challenge of the issues we seek to tackle. We're aiming to double in size from our current baseline of six staff. This is one of two new roles currently under recruitment, with further recruitment planned early next year.

2. Our values

1) Justice, Equity & Fairness

The fundamental values that motivate our work are justice, equity and fairness. We don't believe it is fair that the world is so unequal that some people have to borrow just to put food on the table, or that some countries are so poor they have to take on debt to provide basic healthcare and education to their citizens. We believe wealth and power should be more equally distributed within our society in order to promote dignity and wellbeing for all.

2) Solidarity & Empowerment

Our work is motivated by solidarity and empowerment, not charity. We want to abolish the hierarchies and inequalities in wealth and power that make charity necessary. And we believe that the only way to do this is by acting in solidarity with and helping to build the power and leadership of those who are most marginalised and disadvantaged by the current system.

3) Courage & Integrity

The injustices caused by debt in our world are huge, and the transformations needed to our economies to tackle those injustices are equally huge. It is critical to us that we are true to our mission to tackle the root causes of unjust debt. This means acting with courage and integrity, and campaigning for ideas and proposals that are commensurate with the scale of the problems we are trying to tackle, taking calculated risks as necessary to achieving our goals. We will never give people false hope by over-playing our victories. We are aiming high, and to go far with the people who campaign with us, and we will speak the truth along the way.

4) Effectiveness

We are committed to being as effective as we possibly can be. This means being smart, strategic, focused and agile: making hard decisions, informed by the best available information, and making the

best use of our resources to achieve change. Our agenda brings us up against some powerful vested interests with many, many more resources than we have access to. And our work relies on the generosity of thousands of dedicated supporters up and down the country. Our commitment to our mission and to our supporters means we constantly strive for ongoing improvement in our effectiveness and impact.

5) Collaboration

Jubilee Debt Campaign has a critical role to play in tackling the problems caused by debt, but we are only ever going to be part of the solution. We won't make much progress if we don't seek to forge strong and lasting alliances and relationships within our sector and beyond. We see ourselves as part of a global movement for justice, equity and sustainability. We are committed to working in collaboration with those who share our values and goals, and in helping to broaden and strengthen the movement so that our collective work is bigger than the sum of its parts.

6) Dignity, Kindness & Compassion

We are committed to treating everyone who comes into contact with our work with dignity, kindness and compassion. We will always seek to reach out to the best in people, to listen, to educate, and to learn. We believe this is how we will most be able to effect positive change.

3. About the role

We are recruiting a new Senior Policy and Research Officer to help drive forward our work on global South debt.

You will be joining at a time when international debt is gaining in prominence as an issue, and it is crucial we campaign for a just response in the midst of the Covid-19 crisis and the climate emergency.

You will be working as part of the global South project team alongside the Head of Policy, Head of Campaigns, Head of Advocacy, Digital Campaigner and Director.

You will:

- Research and publicise compelling data and analysis that illuminates our campaigns to decision-makers, influencers, activists and the media.
- Monitor and respond to developments in UK government and international institution policies and approaches to debt, providing formal and informal submissions to international bodies, government consultations and parliamentary inquiries.
- Liaise with allies around the world to develop joint campaign strategies based around acting in solidarity with people in countries affected by unjust debt.

We are looking for someone with strong research and policy analysis skills, a strong campaigning mindset, experience of statistical analysis, and a passion for social justice. We are not expecting you to

already be an expert in all aspects of the role but are looking for someone with the potential to develop quickly.

We strongly value diversity and welcome applications from applicants from all backgrounds. We particularly encourage applications from people with a Black, Asian or minority ethnic (BAME) background.

4. Role Responsibilities

The main responsibilities for the Senior Policy and Research Officer are:

Policy & Research

- Keep up-to-date with and respond to new issues and developments in international debt and debt policy, including research and analysis, official processes, and policy discussions
- Develop policy positions on global South debt
- Conduct research, data and policy analysis to advance campaigning and advocacy goals
- Research stories for media and our wider campaigns communications
- Write reports and briefings
- Produce a regular policy update on international debt for affiliates and other interested parties
- Act as a point of contact for affiliates and other interested parties on debt questions

Advocacy

- Monitor parliamentary engagement on issues related to international debt
- Identify and submit to appropriate Government and Parliamentary consultations
- Support advocacy activities towards international institutions such as the World Bank and IMF, UK government officials and UK Parliamentarians

Campaigns & Movement-building

- Manage relationships with allies in the global South, Europe and the US
- Deliver talks and presentations to a range of audiences on our campaigns
- Support campaigns and engagement colleagues in writing accessible and engaging content for our campaigns, and write public facing content for policy focused audiences
- Support coordination with civil society allies, including organising and facilitating meetings and conference calls

Media

- Assist with monitoring media coverage of Jubilee Debt Campaign and news related to debt
- Help draft and distribute press releases
- Help brief journalists

Organisational

- Input into the development of organisational and campaign strategy

- Support with fundraising, including helping draft reports to funders
 - Manage project budgets where appropriate
 - Participate in team discussions on strategy and day-to-day operations and help with facilitation
 - Support the team with shared responsibilities around administration
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5. Person Specification

ESSENTIAL

- Proven ability to plan and deliver research which contributes to campaign or advocacy goals
- Proven ability to analyse statistics, including for use in campaigning or with the media
- Proven ability to calculate and create new statistics from datasets, for use in campaigning or with the media
- Proven ability to understand and clearly communicate issues of poverty, inequality or economics to a wide variety of audiences
- Sharp policy analysis skills, and experience of developing policy positions on economic or social issues
- Excellent writing skills – particularly writing for politicians, activists and the media
- Strong networking, relationship-building and communication skills
- Ability to organise and manage a busy workload
- Experience of campaigning to achieve policy change objectives (in either a paid or voluntary capacity)
- Ability to work to deadlines and take responsibility for delivering projects without day-to-day supervision
- Effective project management skills, including putting systems in place, planning, monitoring and evaluation
- A positive, can-do attitude, willingness to ‘pitch in’, and ability to work collaboratively as part of a team
- Commitment to social justice and to tackling all forms of oppression, bigotry and exclusion
- Support and enthusiasm for Jubilee Debt Campaign’s vision and mission
- Willingness to occasionally work evenings and weekends and to undertake domestic and overseas work trips

DESIRABLE

- Experience of public speaking
 - Experience of successfully lobbying decision makers such as MPs
 - Experience of working constructively in coalitions
 - Fluent in French, Spanish, Portuguese or Arabic
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6. Remuneration & Benefits

The is a permanent role being offered on either a full-time basis or four days per week (35 or 28 hours).

The starting salary will be £36,945 pro rata rising to £39,145 in two automatic annual increments.

This position is London-based and the salary includes a London weighting allowance.

We offer:

- Pension contributions of up to 7.5% of your salary plus 1% of the average organisational salary
- An annual leave entitlement of 30 days per year plus bank holidays
- Flexi-time working arrangements outside the core hours of 10am-4pm
- Access to other benefits including interest-free season ticket loans and tax savings on bikes and home technology equipment via salary sacrifice schemes.

The role will be working from home until Jubilee Debt Campaign decides it is safe for staff to return to working in the office.

7. How to apply

Applications, each including a completed Application Form and a completed Equal Opportunities Form, must be submitted by email to application@jubileedebt.org.uk by Wednesday 9 December at 9am.

Please DO NOT submit a CV; we will accept only applications submitted on our application form. We are very sorry that we cannot reply to all unsuccessful candidates, so if you have not heard from us by close of Monday 14 December please assume that we were not able to shortlist you.

Applicants must have the right to work in the UK; unfortunately Jubilee Debt Campaign cannot sponsor visas for people who do not already have this right.

Interviews will take place on Thursday 17 December.

8. Further guidance on your application

These following notes are intended to help you complete the application form. This form is of vital importance as it provides the only information on which we can base our decision as to whether your skills and experience match the needs of the job and therefore whether to invite you to interview.

A. General

- Remember to complete all parts of the application form. If you think some parts do not apply to you, write 'not applicable' in the spaces provided for your answer.

B. References

- Remember to check with your referees that they are happy for us to contact them before you nominate them. We will not contact them without informing you.
- You are asked to supply details of referees that cover the last five years of your employment. One should be your current line manager, or your most recent line manager if you are not currently in employment.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, e.g. as a member of a committee, you could include the chair of the committee among your referees.

C. Employment History

- Please give details to the nearest month and year of previous jobs held, and account for any gaps in your employment record.
- Some people will have developed many relevant skills through voluntary unpaid work. These details should be included on the form, particularly where the experience has helped you to develop skills and abilities that we have asked for.

D. Education or Training

- In this section please include information about any relevant courses that you have attended, as well as your educational history from A-level (or equivalent) onwards.

E. Supporting Statement

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, please refer to the Role Responsibilities and Person Specification earlier in this pack.
- In this section of the form it is essential that you set out how your skills and experience meet each of the points in the Person Specification. Make sure that you give specific examples. This means telling us what you personally did in your role rather than what the team did. It also means giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.
- We will assess how you meet every criteria in the Person Specification, so it is important that you try to address each specific skill or experience that is listed.

F. Criminal Convictions

- The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and its relevance to the job. If you are shortlisted, this will be discussed with you at the interview.

9. Equality and Diversity Policy

Jubilee Debt Campaign is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. Through the implementation of this policy we seek to:

- Ensure that all staff (current and prospective), volunteers, members of the Board, and other elected representatives and members are afforded equal opportunities regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, health, gender, gender reassignment, marital status, parental status, caring responsibilities, sexual orientation, disability, socio-economic background, educational background, ex-offender status, or any other inappropriate distinction.
 - Promote diversity and equality for persons working for and on behalf of Jubilee Debt Campaign and value input from individuals and groups of people from diverse cultural, ethnic, socio-economic, and other distinctive backgrounds.
 - Promote fair and equal treatment for employees in fulfilling their potential, ensuring that no individuals or groups of people are afforded unfair privilege within the working environment.
 - Treat all members of staff fairly and equally, irrespective of their length of service, status and number of hours worked.
 - Challenge discriminatory practice and less favourable treatment, wherever this is identified.
 - Undertake positive action, wherever possible, to encourage greater participation of under-represented groups of people across the organisation.
 - Promote an environment free from discrimination, victimisation or bullying in any way or form in relation to all employees and visitors to the organisation.
 - Regard breaches of JDC's Equality and Diversity Policy as misconduct which may lead to disciplinary action.
 - Keep under review all employment practices and procedures to ensure fairness.
 - Keep under review all practices and procedures as set out by the Management Committee and as defined within the Staff Handbook, to ensure fairness and equality.
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10. Finally

Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.