

ROLE PROFILE – Senior Policy Officer (household debt)

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

Reporting to: Head of Advocacy

Location: Preference for London but requests for remote working will be considered

Salary: £35,868 (rising to £39,195 in 3 annual increments)

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Monday 19 April to application@jubileedebt.org.uk

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1. About Jubilee Debt Campaign

Our Vision & Mission

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.

Our Values

The core values that guide our work are as follows:

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, 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 and wealthy vested interests, and our work relies on the generosity of thousands of dedicated supporters. Our commitment to our mission and to our supporters means we constantly strive for ongoing improvement.

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 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.

Structure, Approach & Impact

Jubilee Debt Campaign is governed by our Board of Trustees according to our Memorandum and Articles of Association, as a charitable company limited by guarantee. 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.

We operate a highly participative approach to strategy development, planning and decision-making. All team members are involved in the development of our overall organisational strategy and plans.

We see strong and lasting alliances within our sector and beyond as critical to the realization of our aims. We take a highly collaborative approach, with an emphasis on building, broadening and sustaining informal and formal networks and alliances around shared values and goals.

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 between 2000 and 2015 as part of the global Jubilee campaign
- An Act of Parliament in the UK protecting 40 poor countries from being sued by vulture funds in UK courts in relation to loans given before 2004
- A set of UN principles on fair and transparent sovereign debt restructuring
- \$100 million of debt cancellation for Ebola-affected countries in 2015
- A cap on interest rates and charges for UK 'rent-to-own' products, saving £22.7 million for vulnerable consumer credit customers
- \$5.3 billion of developing country debt payments suspended, and \$500 million cancelled in response to Covid.

We have three priority thematic areas under the current strategy:

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

In 2020 we had to urgently re-evaluate and relaunch our two major campaigns in response to Covid, and both campaigns are in full flow with major opportunities expected in 2021-22.

2. About you and the role

Jubilee Debt Campaign is recruiting a Senior Policy Officer to take forward our work on household debt.

This is a new, key role in the organisation and crucial to the success of our campaigns. You will be joining at a time when there is a pressing need to ramp up our campaigning response to the rising levels of debt that many lower-income households in the UK are experiencing as a result of the pandemic.

This role will also have a particular focus on supporting our Community Organising programme to bring the voices of those most affected by the debt crisis to the fore in debates on policy solutions. Working closely with our Senior Community Organiser you will use your policy and advocacy experience and expertise to help ensure the people most impacted by problem household debt have a say in influencing the policies that affect them.

You will be a key member of our household debt project team, working alongside the Head of Policy, Head of Campaigns, Head of Advocacy, Digital Campaigner and Senior Community Organiser.

You will:

- Support our Community Organising project with policy knowledge on household debt, to help develop campaigns that achieve change for people in debt
- Conduct research which can be used for campaigning, for example, in media, advocacy or public mobilization work
- Build relationships and carry out advocacy activities to help progress our campaign and achieve concrete wins

- Produce materials such as briefings, press releases or consultation responses, and represent Jubilee Debt Campaign at external events.

We are looking for someone with strong policy analysis and advocacy skills, a strong campaigning mindset, and a passion for social justice. We are not expecting you to be already expert in all aspects of the role (or to already be an expert in the policy area) but are looking for someone with the potential to develop quickly. Crucially you will also need to appreciate why taking a Community Organising approach and building the power of people affected by debt is important, though you do not need to have experience in Community Organising.

We strongly value diversity and welcome applications from applicants from all backgrounds. We particularly encourage applications from people of colour.

3. Role Responsibilities

The main responsibilities for the role are:

Policy and research

- Keep up to date with new issues and developments in household debt policy, including research and analysis, official processes, and policy discussions
- Develop policy positions on relevant issues
- Support the Senior Community Organiser with policy development and analysis for the Community Organising project
- Conduct research and data and policy analysis to advance campaigning and advocacy goals, including the generation of media stories
- Write reports and briefings
- Ensure our public campaigning and communications are accurate from a policy standpoint.

Advocacy, Influencing & Movement-Building

- Contribute to the development and delivery of influencing strategies, including identifying key political targets and considering best to how to frame our issues and proposals for policy audiences
- Monitor parliamentary activity on issues related to household debt
- Identify and submit to appropriate Government and Parliamentary consultations
- Public speaking to a range of audiences on Jubilee Debt Campaign's campaigns
- Media work, including assisting with media monitoring, drafting and distributing press releases, briefing journalists and giving media interviews
- Cultivate and manage relationships with allies in the sector.

Organisational

- Input into the development of organisational and campaign strategy
- Support with fundraising, including helping draft reports to funders
- Participate in team discussions on strategy and day-to-day operations and help with facilitation
- Support the team with shared responsibilities around administration

4. Person Specification

ESSENTIAL

- Strong interest in, and commitment to, ensuring the voices of those affected by an issue are heard in policy-making
- Sharp policy analysis skills, and experience of developing policy positions on economic or social issues
- Proven ability to analyse statistics, and to calculate and create new statistics from datasets, for use in campaigning or with the media
- Excellent writing and communications skills – particularly in writing for political or policy audiences
- Strong networking, relationship-building and communication skills
- Experience of developing and delivering advocacy strategies that have achieved change
- 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
- Strong commitment to and enthusiasm for Jubilee Debt Campaign's vision, mission and values
- Generosity, sensitivity and humility to work with people with different perspectives, and a strong commitment to tackling all forms of oppression, bigotry, and exclusion
- Willingness to occasionally work evenings and weekends and to undertake domestic work trips

DESIRABLE

- Experience or knowledge of Community Organising
- Experience of public speaking and giving media interviews
- Experience of working constructively in coalitions
- Knowledge of household debt policy

5. Remuneration & Benefits

This is a permanent role being offered on a full-time basis of 5 days / 35 hours per week. Applications for job shares or annualised hours to allow for extra childcare during school holidays will be considered.

Jubilee Debt Campaign is currently working from home, but once it is safe to return to an office you will be required to work at least 3 days per week from our London office. The role will involve occasional domestic and overseas work trips, and occasional work during evenings and weekends.

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.
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6. 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 9am on Monday 19 April.

Please DO NOT submit a CV; we will only accept applications submitted on our application form.

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 Friday 30 April.

7. 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, giving 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 criterion 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.
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8. 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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9. Finally: Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.