

ROLE PROFILE –Policy and Campaigns Manager

Status & Hours: Permanent, either full-time (31.5 hours a week) or part-time (28 hours per week)

Reports to: Head of Campaigns

Location: Anywhere – If London-based, you can work hybrid and will be required to come into our East London office for at least two days a week or you can choose to work remotely from home outside of London with one trip to London each month and as needed for external meetings.

Salary: £43,411, rising to £50,326 in 5 annual increments (pro rata for part time, i.e. £38,587 rising to £44,735)

How to apply: Please complete and submit the application form and equal opportunities form by 9am on Monday 11 November to application@debtjustice.org.uk. Interviews will be held on Thursday 21 November in London. Please let us know if you won't be able to make an in person interview.

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1. About Debt Justice

[Debt Justice](#) is a campaigning organisation working to end unjust debt and the poverty and inequality it perpetuates, in the UK and across the world. Founded in 1996 to campaign in solidarity to end the debt crisis faced by countries in the global South, over the past six years we have expanded our work to organise around UK household debt issues in response to the growing crisis in the UK.

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 **mission** is to stop debt from causing and exacerbating poverty, inequality, exploitation and oppression. We undertake research, education, organising and campaigning, in partnership with allies in the UK and around the world. We aim to tackle rip-off and irresponsible lending, to secure the write-off of unjust and unsustainable debts to give people and countries a fresh start, and to address the underlying reasons why so many people and countries have no option but to borrow just to survive. We believe that no-one should be exploited, oppressed or driven into poverty by debt.

Our values: The core values that guide our work are as follows:

Solidarity

We know we cannot achieve our goals alone – we actively work in movements to build collective power. This means working in meaningful collaboration with the debt movement and others, especially the people most affected by unjust debt, recognising that our liberation is tied in with others.

Courage

We believe in campaigning for ideas and proposals that meet the scale of the large and complex problems we are trying to tackle. We will be creative, trying new ideas and actions and not be afraid to fail. We will stand up for what is right even when it is uncomfortable for those in power or for us.

Kindness

The world is often structured in a way that denies people dignity and doesn't centre kindness. We want to model the world we want to see and so we treat ourselves and others with respect and kindness, even when we disagree. We recognise that everyone comes to this work with their own experiences of oppression and we will approach the work of dismantling structures of oppression with kindness.

Structure, approach and impact

We have a small, highly-skilled team of thirteen staff with an agile, creative, and flexible approach; a network of local activists across the UK; a community of online activists; and a strong network of allies in the UK and around the world.

We have a small office in London and five members of staff work remotely outside of London. We are a shorter working week employer, operating on shorter working hours with no loss of pay.

We take 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 focus on two priority thematic areas under our current organisational strategy:

1. The debt crisis in the global South which includes work on the intersection between debt and the climate crises as well as a political education project on debt and colonialism.
2. The UK's household debt crisis.

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

We are also in the process of implementing a new anti-oppression strategy in the organisation which has been developed collaboratively by our staff team. The strategy reflects our organisational priority to centre anti-oppression work in our strategy development, structures, operations, culture and how we work with external partners.

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

2. About the role

Debt Justice is recruiting a Policy and Campaigns Manager to take forward our work on household debt.

This role plays a key part in our campaign to end the UK's household debt crisis. Over ten million people in the UK are now 'overindebted', meaning they are behind on bills or are finding their debt repayments a heavy financial burden. The crisis has been growing over the last decade but has increased dramatically because of the pandemic and the cost-of-living crisis. More and more people are now borrowing to cover bills and essentials.

Our household debt campaign combines community organising with national level campaigning and advocacy work to bring the voices of those most affected by the debt crisis to the fore in debates on policy solutions. You will use your policy and campaigning expertise to help ensure the people most impacted by problem household debt have a say in influencing the policies that affect them. You will work on issues such as the growth in council tax debt and bailiff use, the huge build up in energy debt as a result of the cost of living crisis and making insolvency policy and practice fairer and more accessible so more people can get out of debt.

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

We are looking for someone with great policy analysis and advocacy skills, a strong campaigning mindset, and a passion for social justice. We are not expecting you to already be an expert in all aspects of the role or in household debt policy 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 key, though you do not need to have experience in community organising.

This role will require some evening and weekend working, though this will be infrequent.

We strongly value diversity and welcome applications from people from all backgrounds. We would particularly like to encourage applications from women and non-binary people, people of colour, people who identify as LGBTQIA+ and people who identify as working class or have done in the past. If you have a question about location or any other aspect of the role, please do get in touch by emailing application@debtjustice.org.uk.

3. Role responsibilities

The main responsibilities for the role are:

Lead policy and influencing work:

- Develop and maintain up to date detailed knowledge of the policy and political landscape for household debt
- Provide policy support to enhance the effectiveness of our community organising programme
- Together with other team members, develop policy positions and campaign demands

- Identify opportunities for influencing and engagement, developing and delivering strategies to influence key political targets
- Write policy outputs including reports, submissions to consultations and briefings for different political audiences, including MPs.
- Engage with local and national policy-makers and parliamentarians

Lead national level household debt campaigning

- Lead and implement the campaign strategy for our national level household debt campaign
- With the Head of Campaigns develop engaging, consistent actions to mobilise our supporter base
- Write materials to communicate campaigns to supporters and wider audiences, including supporter emails and on and offline content
- Public speaking to a range of audiences

Oversee media strategy:

- Generate media coverage through commissioning and conducting research and carrying out analysis of household debt data sets
- Work closely with members of our local groups to support them to have their voices heard in both broadcast and print media
- Write press releases, pitch stories, brief journalists, and give media interviews
- Write articles and blogs

Organisational

- Input into the development of organisational strategy
- Draft reports to funders and to the board
- Participate in and facilitate team discussions
- Contribute to shared administrative responsibilities

4. Person Specification

ESSENTIAL

Experience and skills:

- Strong policy analysis and research skills, including experience of developing policy positions on economic or social justice issues
- Proven ability to develop advocacy strategies in support of policy change campaigns and influence and engage with policy-makers and parliamentarians
- Experience of implementing or supporting effective supporter mobilisation campaigns
- Experience of working with journalists to develop and pitch stories, and some experience of analysing data to calculate and create new statistics, for use in campaigning or with the media
- Strong networking and relationship-building skills
- Proven written communication skills for a range of audiences including supporters and advocacy targets.

Personal attributes:

- Ability to work collaboratively as part of a team
- Organised and able to work to deadlines and take responsibility for delivering projects without day-to-day supervision
- Commitment to anti-oppression and to tackling all forms of oppression, bigotry and exclusion
- Commitment to Debt Justice's vision, mission and values

DESIRABLE

- Experience or knowledge of community organising
- Experience of public speaking
- Experience of giving media interviews
- Knowledge of household debt policy

5. Remuneration and benefits

This is a permanent role being offered on either a full-time basis of 31.5 hours per week or a part-time basis of 28 hours per week. These hours may be worked flexibly over 4 or 5 days. In 2022 we moved to a shorter working week with the aim of increasing wellbeing for staff, which is why a full-time role is now equivalent to 31.5 hours. Applications for job-shares or annualised hours to allow for extra childcare during school holidays will be considered.

Some travel around the UK will be required, as will occasional evening and weekend working.

We offer:

- Pension contributions of up to 7.5% of your salary plus 1% of the average organisational salary
- An annual leave entitlement of 6 weeks 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.

6. How to apply

Please apply by completing our Application Form and an Equal Opportunities Form. Applications must be submitted by email to application@debtjustice.org.uk by 9am on 11 November. Interviews will be held in London on Thursday 21 November. If you are not able to meet in person please let us know and we will accommodate this. We offer travel expenses for all interview candidates.

If you have any questions about your experience or suitability for this role before applying, please email application@debtjustice.org.uk with your questions or to request a call back.

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, Debt Justice cannot sponsor visas for people who do not already have this right.

7. Further guidance on your application

These following notes are intended to help you complete the application form.

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. Personal details

These are for administrative purposes only. We operate anonymous shortlisting - your personal details (and those of your referees) will be removed so that they are not available to the recruitment panel until after shortlisting has taken place.

C. References

- We will only contact referees **after** we have made a job offer and the offer is accepted. We will check with you again at the point of job offer that we can contact your referees to give you time to notify them if needed. We will not contact referees without informing you. You are asked to supply details of two referees, of which at least one should be able to give a professional reference (ideally your current line manager, or your most recent line manager if you are not currently in employment). The second referee can be somebody who knows you in a professional, personal or voluntary work context.

D. 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 we have asked for.

E. 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.

F. 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.
- In shortlisting, 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.

G. 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.

8. Equality and Diversity Policy

Debt Justice 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 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 Debt Justice 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 the 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.

Finally: Thank you again for your interest in Debt Justice. We very much look forward to hearing from you.