



FLEX Policy Officer

Job description

Job title:	Policy Officer
Location:	FLEX office, Vauxhall, London - Flexible hybrid working with a mixture of in person and home/office working.
Salary:	£33,500 per annum subject to deductions for tax and national insurance contributions as required by law, pro-rated if part time.
Working hours:	Full time, 5 days
Pension:	4%, incremental pension contributions.
Contract	2 years, renewable subject to funding
Reports to:	Head of Policy
Benefits:	25 days holiday per year plus bank holidays (pro rata) with incremental leave (one extra day per year worked up to 5 days); extra paid days off over the end of year holiday period; enhanced maternity, adoption and paternity pay; occupational sick pay; Employee Assistance Programme, including counselling support; and opportunities for skills development.

About FLEX:

Focus on Labour Exploitation (FLEX) is a research and policy organisation working towards an end to labour exploitation. FLEX seeks to achieve this vision through the prevention of labour abuses, protection of the rights of those affected or at risk of exploitation and by promoting best practice responses to labour exploitation through research and evidence-based advocacy. FLEX is a small organisation that packs a big punch in terms of policy change and influencing.

About the role:

FLEX is looking for a passionate advocate with a good understanding of the UK political system, of labour abuse and/ or exploitation and human trafficking in the UK, demonstrable experience of coalition working and building relationships with key stakeholders working in the anti-trafficking, employment rights, and/or immigration sectors and Project Management. This recruitment comes at an exciting and challenging time for our work at the intersection of employment rights and immigration policy and will lead on the implementation of our Secure Reporting pilot funded by the GLA. This role will inform and support our work to influence and improve law, policy and practice affecting worker in high-risk sectors in the UK.

In this role, you will work on FLEX's advocacy, [lead on a London level Secure Reporting](#) pilot and contribute to the joint research advocacy and project work of FLEX networks and coalitions. These currently include the [Labour Exploitation Advisory Group \(LEAG\)](#) and the [Taskforce on Victims of Trafficking in Immigration Detention](#), two networks made of expert organisations directly supporting

people who have experienced or are at risk of exploitation. Above all this role requires someone with real passion and commitment to FLEX's work to end labour exploitation and an excitement for working in a small, dynamic team.

Key responsibilities:

Policy and advocacy

- Supporting the implementation of FLEX policy strategy by developing and implementing advocacy plans;
- Developing targeted policy strategies for regional and/or local level work.
- Advocating for FLEX's proposals and issues in relevant stakeholder meetings;
- Drafting position papers, reports and any other written materials as appropriate
- Ensuring effective dissemination of written material and research findings in conjunction with advocacy aims.
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Project management

- Designing, planning, and delivering project activities against targets;
- Managing small project budgets.
- Developing and implementing a monitoring and evaluation plan for projects under the management of this role and produce progress and learning reports for internal and external purposes.

Fundraising

- Scoping, drafting and supporting fundraising bids pertaining to network activities.

Other

- Commitment to EDI and FLEX values
- Drafting communications outputs for FLEX channels
- Attending internal team meetings
- Participating in training
- Representing FLEX at external meetings, as required
- Adhering to FLEX policies
- Undertaking any other relevant duties as required.

Person specification

	Assessment stage		
	Cover letter	Interview	Exercise (interview day)
Experience and knowledge gained by education or lived experience:			
1. Experience of high-level advocacy with decision-makers and a track record of gaining acceptance for policies from stakeholders.	✓	✓	✓
2. Experience in using research to develop effective communications policy asks and advocacy outputs.	✓	✓	✓
3. Educated to degree level or equivalent work experience.	✓		
4. Understanding of what constitutes labour abuse, exploitation or trafficking in the UK.	✓	✓	✓
5. Understanding of the overlaps between immigration and labour exploitation	✓	✓	
6. Highly organised, and able to plan, implement and monitor project activities	✓	✓	
Skills and abilities:			
7. Project management skills, including the ability to work to multiple deadlines, manage a small budget, monitor progress, and producing reports.	✓	✓	
8. Strong representation skills with the ability to build relationships with stakeholders, including partners and donors, and bring together diverse stakeholders to achieve consensus.		✓	✓
9. Advocacy skills, ability to persuade and influence, and astute political judgement	✓	✓	
10. Excellent oral and written English skills, with the ability to produce engaging communications material, briefing papers and presentations.	✓		✓
11. Self-motivated and goal oriented, with the ability to work independently and as part of the team.		✓	✓
12. Excellent IT skills with sound knowledge of Microsoft Office.	✓		
13. Strong belief in FLEX's core mission and values and desire to further the organisational objectives.		✓	
Desirable:			
14. Familiarity with key institutions and stakeholders relevant to FLEX's work.	✓		
15. Direct experience of working with people who have experienced or are at risk of exploitation.	✓	✓	
16. Understanding of relevant law	✓		