



Dear Candidate

Policy and Membership Manager, End Violence Against Women Coalition (EVAW)

Thank you for your interest in the post of Policy and Membership Manager at EVAW. In this pack you will find:

- Job Description (below)
- Person Specification
- Equalities Monitoring Form

Please send your **CV and a covering letter** addressing how you meet each of the selection criteria, together with the equalities monitoring form. This should reach us by email by **12pm on 19 January 2018. Interviews will be the following week.**

Applications should be sent to admin@evaw.org.uk. Please enter '**Policy and Membership Manager**' in the subject box. We are only able to consider applicants who have the right to work in the UK.

This is a full time post but we will consider applications for four days per week (at 80% pro rata). We positively welcome discussions for proposals for flexible working. Some out of hours work will be required.

The salary is up to £38,000 pro-rata, with a range of benefits. If you have any questions about the role please contact us, telephone: 07496 872 418/406.

Yours sincerely,

Rachel Kryś & Sarah Green
Co-Directors, EVAW

About End Violence Against Women

Set up in 2005, we are a UK-wide coalition of more than 80 women's organisations (including frontline support services), trade unions and human rights groups working to end violence against women and girls (VAWG) in all its forms, including: sexual violence, domestic violence, forced marriage, FGM, stalking and harassment, child sexual exploitation, trafficking and prostitution. We understand 'VAWG' as a cause and a consequence of women's inequality with men, and that inequalities which intersect with gender, including race/ethnicity, social class and disability, impact the way inequality and VAWG are experienced, and the excuses which are made for them.

We are a small policy and campaigns organization whose purpose is: (1) to lobby all levels of Government in the UK to improve their policy and practice on violence against women and girls; (2) to influence and shape public attitudes towards VAWG so that there is better understanding of its causes and consequences and a better mandate for tackling it. We argue that VAWG is in no way inevitable, and that political will, backed by public support, could truly aim to eradicate it. Our vision is of a society where all women and girls can live their lives free from violence and the threat of violence.

Although we are a small staff team, we have enormous knowledge and experience to draw on from our members and can uniquely report to Government, and in public debate, on what our members, including support services and researchers, find when they work with women and girls. We are looking for a policy and membership manager who will develop and maintain our relationships and communications with our members, as part of our policy and knowledge systems. You will also help the whole team stay abreast of policy developments and research on VAWG and contribute to whole team campaign planning and policy and media responses. This is a unique opportunity to lead the policy work for a recognised influential and strategic campaigning organisation which is part of a broader social movement.

JOB DESCRIPTION

Post: Policy and Membership Manager, End Violence Against Women Coalition

Contract: Full time – 5 days per week (4 days proposals will be considered), and permanent

Salary: up to £38,000 pro-rata

Additional benefits: 27 days paid holiday on a pro rata basis and flexible working. Other benefits include an employer's pension contribution.

Location: EVAW is based in a shared office at the north end of Black Prince Road, SE1 (nearest tube stations are Vauxhall and Westminster).

Reports to: EVAW co-directors Rachel Kryss and Sarah Green

Line management responsibilities: None at present

Overall purpose: To manage EVAW's policy and knowledge systems and relationships with our member organisations

KEY TASKS AND RESPONSIBILITIES:

1. Develop and maintain strong policy systems at EVAW

- Acquire, summarise and share new research and developments in VAWG policy and practice with EVAW Coalition team
- Create knowledge systems the whole team can use for campaigns, media work, public speaking and correspondence

2. Lead EVAW's policy response and advise on policy content for our campaigns

- Draft EVAW's response to key policy consultations
- Advise rest of the team on content for campaigning, media and lobbying work

3. Ensure EVAW policy is based on all forms of VAWG and an intersectional approach

- Write EVAW policy positions and advise other EVAW team members in a way which is mindful of all forms of VAWG
- Ensure EVAW acquires new research and knowledge reflecting the work of women across the equality strands and that our policy positions are always based on an intersectional approach

4. Develop and manage EVAW's membership strategy

- Advise the Co-Directors and trustees on our membership strategy and where we need to grow and ensure we have expertise and good regional representation
- Develop and maintain better systems for regularly contacting and consulting with our members, allowing them to better set EVAW's agenda, including regular member communications and events
- Support the two key EVAW member networks where policy and campaigning directions are reviewed

5. Input into whole team campaign planning

- Work closely with EVAW colleagues and members to design and deliver strategic campaigning on VAWG.