

## EVAW

### PERSON SPECIFICATION REQUIREMENTS

#### JOB TITLE: Policy and Membership Manager

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• High level of general education</li></ul>	<ul style="list-style-type: none"><li>• Degree level education</li></ul>	Certificates
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Strong knowledge of the different forms of VAWG, theoretical and practical approaches to them, and policy recommendations and practice related to them</li><li>• Knowledge and understanding of equality and diversity, anti-discriminatory practice and intersectionality</li><li>• Knowledge of where to acquire information and research related to VAWG and can do so on a response basis when suddenly required</li></ul>		Application form Interview References
<b>SKILLS and ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to summarise complex research and to write succinctly for a general policy audience</li><li>• Ability to work sensitively and ethically with survivors of violence</li></ul>		Application form Interview References

	<ul style="list-style-type: none"> <li>• Ability to absorb complex information quickly and think strategically and flexibly under pressure</li> <li>• Excellent oral and written communications skills</li> <li>• High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team environment</li> </ul>		
<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a VAWG organisation</li> <li>• Experience of membership liaison work, including communications and event management</li> <li>• Interest in and understanding of campaigning strategy and public affairs and communications techniques</li> <li>• Demonstrated experience in working collaboratively with a diverse range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with campaigning techniques and developing campaign strategies</li> <li>• Experience of outreach and building networks with new people and organisations</li> <li>• Experience of maintaining policy and knowledge systems</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>Evidence of previous work</p>

	<ul style="list-style-type: none"> <li>• High degree of self-motivation, ability to work independently with minimal supervision, ability to meet tight deadlines and work under pressure in a small team</li> </ul>		
<p><b>PERSONAL ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Quick thinking and confident</li> <li>• Self-motivated, proactive and innovative</li> <li>• Positive 'can do' attitude</li> <li>• Resilience to work with challenging and sensitive issues including domestic violence, sexual violence and other forms of violence against women and girls.</li> <li>• A flexible approach to duties and a willingness to work as required within the hours employed. Some evening and weekend work will be necessary</li> <li>• Demonstrated commitment to gender equality, human rights and ERAW goals</li> </ul>		<p>Application form</p> <p>Interview</p> <p>References</p>