

**Senior Political Advisor**

**Recruitment Pack**

**About the Trade Justice Movement**

The Trade Justice Movement is a UK coalition of organisations advocating for trade justice, including trade unions, aid agencies, environment and human rights campaigns, Fair Trade organisations, and faith and consumer groups. TJM is supported by more than 70 member organisations with millions of individual members. Together, we call for trade justice - not free trade - with the rules weighted to benefit poor people and the environment.   
  
We believe that everyone has the right to feed their families, make a decent living and protect their environment. But the rich and powerful are pursuing trade policies that put profits before the needs of people and the planet. To end poverty and protect the environment we need trade justice, not free trade.

**About the role**

The Senior Political Advisor’s role is to:

* Contribute to TJM’s political and policy work, focusing in particular on the UK’s post-Brexit trade policy;
* Ensure high quality, timely communications with the TJM membership and broader civil society sector;
* Develop expertise in identified areas of trade policy;
* Influence politically and within the sector including via both internal and external communications and to support joint advocacy work between groups of TJM members;
* Represent TJM to external organisations, including other CSOs and government departments.

Working as part of a small team, you will need both a strong ability to manage your time and work plan and to work closely with our network of members to support joint strategising and advocacy. This is an exciting opportunity to make a big impact as the UK develops its new international trade policy.

**Person specification**

**Political intelligence**

1. Develop and enhance TJM’s political links (parliamentary, key opinion formers) and work with the Coordinator and other stakeholders to develop influencing strategies.
2. Monitor and respond to UK government plans for post-Brexit trade, including parliamentary consultations, and engage with government departments as appropriate;
3. Monitor and respond to UK parliamentary activity on trade, maintain and build relationships with relevant MPs and respond to parliamentary inquiries as appropriate;
4. Maintain a good overview of and contacts with others working across a broad spectrum of trade policy areas;
5. Deliver high quality research in the form of briefings and reports, on key areas of post-Brexit trade policy;
6. Organise political and policy events as appropriate;
7. Maintain TJM’s political database

**Communications**

1. Provide regular, timely communications to members regarding developments in post-Brexit trade policy, including highlighting opportunities for joint advocacy and commissioning regular podcasts and webinars on UK trade policy;
2. Build and maintain strong relationships with key members and be responsive to member requests for information and advice, support the development of policy groups where appropriate;
3. Represent TJM at key external meetings including as a speaker at member and other external events;
4. Organise a number of seminars and briefing meetings for TJM members to build civil society capacity on trade;
5. Work with the Coordinator to make strategic use of external communications opportunities and represent TJM in the media: ensure regular posts to Twitter, seek to secure press coverage (blogs, press releases) as appropriate, manage and update the website;
6. Reach out beyond already active TJM members and to organisations who are not currently engaged in work on trade.

**Coordinate joint sector activity on post-Brexit trade**

* Support the work of a UK coalition calling for justice in UK post-Brexit trade policy;
* Work with partner organisations to promote joint principles for UK trade;
* Work with partner organisations to deliver a series of joint events;

**Fundraising**

Work with the Coordinator to:

1. Identify and secure additional funding;
2. Develop bids on identified areas of work;
3. Manage existing funding streams relevant to this post and ensure timely reporting;

**Managerial/ Financial**

Work with the Coordinator to deliver TJM’s organisational administration requirements.

**Job details:**

Location: London

Salary: £38,445 per annum

**Contract type:** Permanent, subject to funding beyond the first year

**Hours of work:** Full time (37.5 hours) flexible working can be discussed with the line manager

**This role reports to:** TJM Coordinator

**Staff reporting to this post:** None

**Key competencies**

**Essential**

1. Experience of and ability to undertake the full range of policy work including research, writing papers, preparing policy positions and advocacy to a high standard
2. Good knowledge of international trade rules or of an equivalent macroeconomic issue and a demonstrable ability to build own expertise quickly
3. Excellent analytical skills and political awareness with an established political network
4. Excellent event-organising skills
5. Excellent written and verbal communication skills
6. Demonstrable project management skills, including budget management
7. Strong ability to work independently, with minimal supervision, initiating own work, prioritizing and meeting deadlines
8. Strong networking, relationship-building and influencing skills

**Desirable**

1. Experience of working in a network
2. A strong understanding of international development issues
3. Strong fundraising skills
4. Ability to travel occasionally and work outside normal working hours when necessary

**How to Apply**

Applications should be sent by email to Ruth Bergan at [recruitment@tjm.org.uk](mailto:recruitment@tjm.org.uk).

The closing date for applications is **18th June 2018.**

Interviews will be held on **3rd July**, and candidates should keep this day free. We aim to invite candidates to interview by **21st June**.

Your application should consist of:

1. A CV of **not more than 2 pages**, including educational and professional qualifications, a full employment history showing the most significant positions, responsibilities held and relevant achievements.
2. A cover letter **of not more than 2 pages** outlining your motivation and interest in this role, and describing how your skills, experience and knowledge make you qualified for this role. Please ensure you address the key competencies outlined above.
3. A completed equal opportunities form (below).

**Equal Opportunities Monitoring Form**

The Trade Justice Movementwants to meet the aims and commitments set out in its equal opportunities policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only some staff involved in staff recruitment and management.

**Gender**

Male Female Prefer not to say

**Are you married or in a civil partnership?**

Yes No Prefer not to say

**Age**

16-24 25-29 30-34 35-39 40-44 45-49 50-54

55-59 60-64 65+ Prefer not to say

**How would you describe your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

***Asian/Asian British***

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab Prefer not to say Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No Prefer not to say

Do you require particular arrangements to ensure you can perform to the best of your ability at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If other, please write in:

**What is your religion or belief?**

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

**What is your flexible working arrangement?**

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say