

JOB DESCRIPTION

Title: Policy Officer

Location: Central London

Salary/hours: GBP £30,000 pa pro rata inc LW, 2.5 days/week, (ie. £15,000) plus pension contribution

Reports to: Executive Director

Purpose of post: To help CEASEFIRE promote civilian rights including through implementing a project to strengthen military accountability in the UK's use of armed force and improve the scope for reparations where civilian rights have been violated by UK armed forces.

Responsibilities:

1. Policy development and promotion

- to coordinate the research and production of policy reports and briefs related to UK military accountability and protection of civilians, including management of expert researchers, submission of freedom of information requests, writing and editing of drafts, liaison with designers and proof-reading.
- to coordinate the holding of expert seminars involving legal experts, officials, academics and the policy and humanitarian community, including drafting agendas and preparing seminar materials, invitation of speakers and participants, coordination of logistics with partner organisations, and preparation of seminar reports.
- to liaise with relevant UK officials concerned with civilian protection and military accountability, including in the Ministry of Defence, Foreign, Commonwealth and Development Office, and the UK's armed services, including briefing officials and drafting submissions to government consultations.
- to liaise with MPs and Peers, including members of relevant parliamentary Committees, to promote constructive parliamentary debate on relevant issues, including suggesting parliamentary questions, briefing for debates, drafting amendments, etc.

2. Communications

- to help coordinate one or more social media accounts for Ceasefire.
- to coordinate the production of short public awareness videos for use on social media channels.
- to liaise with the press and broadcast media, including preparation of media briefs and releases, briefing of journalists, coordination of contact lists and dealing with media inquiries.
- to prepare communications on programme outputs and achievements for donors, supporters and partners.

Charity no: 1160083

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*Registered office:
54 Commercial Street
London E1 6LT*

3. Programme implementation and development

- to handle all aspects of programme coordination and administration, including preparing plans and schedules, managing programme budgets, and preparing narrative and financial reports on programme implementation
- to identify opportunities for further policy and programme development, including relevant partnerships.
- to undertake and write up research to support future programme development and fundraising.

4. To undertake any other tasks as may from time to time be requested by your line manager.

5. To maintain high standards of personal and organisational integrity, including confidentiality, and commitment to the safety and security of Ceasefire's partner organisations.

Occasional foreign travel may be required.

PERSON SPECIFICATION:

Education:

First degree in a relevant subject, such as law, politics/sociology, international relations or strategic studies.

Essential: Demonstrated knowledge of international humanitarian law (law of armed conflict)

Desirable: Knowledge of international human rights law.

Experience:

Essential: Two years of professional experience in policy coordination work *either* related to UK policy and practice at the national or international level, and / *or* related to military accountability and civilian protection in armed conflict.

Desirable: Professional experience working in a humanitarian or military environment.

Skills:

Policy/Writing: Excellent policy analysis and writing skills, including legal accuracy, and ability to draft briefs and submissions to publication standard.

Communications: a) Excellent professional media skills, including understanding of mainstream media, and social media (Twitter), with ability to build and sustain constituencies.

b) Very high level of professional presentation, both in writing and in person. Ability to interact with senior individuals from a wide range of professional and international backgrounds, including government and military, and inspire confidence.

Organisation: Excellent organisational and coordination skills, including planning, budgeting, evaluation and reporting, event organisation, computer skills, problem-solving. High level of accuracy.

Languages: English to first language standard. Proficiency in other UN language an asset.

Motivation and status:

Commitment to human rights and equality, ability to work for an impartial and neutral organisation, willingness to be self-servicing and to work with minimum supervision.

Ability to work in the UK and to travel as required.

December 2020

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