

Amnesty International UK (AIUK)



JOB TITLE	Government and Political Relations Manager (Human Rights in the UK)
TEAM	Advocacy and Programmes
DEPARTMENT	Chief Executive's Office
REPORTS TO	Senior Government and Political Relations Manager
RESPONSIBLE FOR	Volunteers as required
SCALE	Step 6
HOURS PER WEEK	35

OVERALL PURPOSE OF THE JOB

The Government and Political Relations Manager (Human Rights in the UK) will be a confident and authoritative representative of the organisation and will be responsible for pursuing human rights change with government, parliamentarians, other decision-makers. They will develop and maintain relationships across the political spectrum to secure awareness of human rights and meet organisational objectives.

The post holder is required to fulfil a central role providing political intelligence and analysis across the organisation in order to maximise campaigning and programme effectiveness. They devise lobbying and individual campaigns and relevant programme strategies. They will engage with political audiences on a portfolio focussing on human rights in the UK, supporting the delivery of the section's priority campaigns, programme work, and concerns for Individuals at Risk.

The postholder will be responsible for liaising with colleagues across AIUK and from Amnesty International's International Secretariat to coordinate and ensure consistency and application of organisational policies and guidance. They liaise with colleagues in AIUK's National and Regional offices, and with Activists and supporters to ensure consistency on work involving the Westminster government and the devolved administrations.

MAIN TASKS:

To shape and influence political debate

- Ensuring AIUK's campaigns and programmes are informed by an in-depth knowledge of political relationships, alliances and priorities.
- Ensuring AIUK influences and responds to calls for evidence by legislators or political parties on relevant issues.
- Influencing and exploiting opportunities to raise AI's concerns in parliament and with government officials to raise AI's profile and maximise influence.
- Tracking the political agenda to identify opportunities for AIUK to influence public policy and practice.
- Establishing and developing links with other organisations on areas of common interest to

co-ordinate approaches to legislators.

Strategy

- Developing and implementing strategies to influence government policy and practice on domestic human rights issues.
- Designing political engagement strategies to ensure AIUK builds and maintains the relationships it needs to deliver human rights change across the full spectrum of its work.
- Working with the Head of Advocacy and Programmes to ensure consistency of tone and tactics in the execution of this work.
- Secure high-level political meetings for the Director of AIUK
- Providing a regular overview of political developments to other Departments and teams in AIUK.
- Ensuring all work is informed by sound political analysis

Ensure effective response to opportunities to influence

- Managing and prioritising the team's response to political opportunities; responding to requests for information from parliamentarians and government officials, often at short notice.
- Organising and attending meetings with parliamentarians and government officials and represent AIUK in meetings with senior political figures.
- Represent AIUK as a media spokesperson as required.
- Ensure that all work developed and executed by this post considers gender elements in planning and delivery.
- Respond to fast moving political events providing information and analysis to colleagues and prioritising workload.

Resource management

- Advise the Head of Advocacy and Programmes on the status and progress of actions based on current priorities and make recommendations on resource needs.
- To monitor and evaluate work on all of the above tasks and activities.
- To ensure that office volunteers and/or activists and members contribute effectively to the work of AIUK, by establishing and maintaining appropriate working relationships.

Other

- To work with the team to develop and achieve Team objectives and plans, particularly the AIUK Political Strategy.
- To deliver all aspects of this job description in accordance with AIUK's Equal Opportunities Policy.
- To undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.
- To take responsibility for their own health, safety and welfare, comply with AIUK Health & Safety policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.

PERSON SPECIFICATION	
Job Title: Government and Political Relations Manager (Human rights in the UK)	
ESSENTIAL CRITERIA	
Experience	Experience of advocacy and lobbying at a senior level
	Experience of establishing positive long-term relationships with senior political figures and organisations
	Experience in coordinating advocacy with campaigns
	Experience of working on and influencing the legislative process
	A track record of developing and implementing strategies for change
	Experience of planning, evaluation and project management
Skills	Excellent interpersonal skills
	Ability to convey complex ideas in a way which is appropriate to the audience and excellent communication skills, both verbally and in writing
	High level of influencing and advocacy skills
	Creative, with an ability to develop and implement innovative solutions and ideas
	Ability to prioritise and to manage competing demands
	Ability to think and plan strategically
	Ability to work on own initiative; both creating and responding to opportunities.
	Excellent organisational skills
	Ability to communicate complex ideas in a form appropriate to the audience, orally and in writing
Knowledge	Political acumen, excellent knowledge of UK political system
	Understanding of Theory of change/strategic planning
Amnesty's aims and objectives	Understanding and commitment for the aims and objectives of Amnesty.
Equal Opportunities	Understanding of and commitment to Equal Opportunities
DESIRABLE CRITERIA	
Knowledge	Knowledge of International organisations and systems including the EU and UN
General	Ability to work unsocial hours and/or to stay away from home overnight on a regular basis.