

TAXJUSTICE.UK

Head of Advocacy & Policy

Salary: £50,568 (pro rata for part time)
Contract: Permanent
Location: Hybrid working - the office day is usually every Monday at a shared space in Vauxhall
Hours: 4 or 5 days/28 or 35 hours per week
Reports to: Deputy Director: External Affairs

The purpose of this role is to develop TJ-UK's vision of what a reformed tax system looks like and to build strong partnerships in order to achieve political support for this vision to ensure that everyone in the UK benefits from a sustainable, fair and effective tax system.

Advocacy, political engagement and external influencing:

- Identify political opportunities to further TJ-UK's agenda.
- Identify, and cultivate, supportive MPs and peers from all parties, and help shape their agenda.
- Work with parliamentarians, civil servants and political advisors to build support for reform and bring amendments to legislation.
- Support the political engagement of the broader UK tax justice movement.
- Help build a network of influencers, organisations and think tanks who support TJ-UK's political advocacy.
- Work with the Deputy Director: Communications to build media interest in tax reform and strengthen our engagement with lobby journalists
- Represent TJ-UK in the media.
- Be an active part of the UK's tax justice movement.
- Supporting the delivery of engaging campaign actions for TJ-UK and the wider movement.

Policy development, coordination and thought leadership:

- Navigate complicated policy issues to reach credible TJ-UK policy positions with campaign potential and the backing of the wider team.
- Work with experts to generate new research and insights and shape concrete policy proposals that are easy to communicate and can win political support.
- Commission external research and analysis to drive TJ-UK's campaigns.
- Ensure a rigorous evidence base for TJ-UK's policy agenda, including engaging with TJ-UK's technical advisors, experts, academics and think tanks.
- Manage TJ-UK's group of technical advisors.
- Engage with policy conversations through events and meetings, as well as submissions to consultations and committees.

- Support the Development Manager, and the rest of the team, by identifying prospective funders, building and stewarding relationships with funders, developing funder proposals and evaluating progress.

General responsibilities and duties

- Undertake the duties of the job description in accordance with the operational policies of TJ-UK, including but not limited to the equality and diversity statement.
- Contribute to the evaluation and improvement of TJ-UK's activities and the development and growth of the organisation through working in accordance with its wider objectives, organisational culture and values.
- Maintain good working relations with the board, staff and other stakeholders.
- Present the organisation in an appropriate and professional manner to its stakeholders.
- Undertake any other reasonable duties as may be required, including out of usual hours work as necessary.

Person Specification

If your skills and experience do not match this list but you feel that you have transferable experience, a desire to learn, and a commitment to TJ-UK's vision, we still welcome your application.

A savvy political operator:

- A track record of achieving political change
- A sound tactician, who understands how to take advantage of political opportunities in support of campaigns
- A deep understanding of how UK politics works, including Parliament and relevant government departments
- Ability to build strong relationships with figures from across the political spectrum
- Generosity, sensitivity and humility to work with a range of people with different perspectives
- Experience of being a spokesperson in the media
- Experience of monitoring and evaluating advocacy campaigns

A confident policy shaper and maker:

- Experience of navigating complicated policy issues to reach credible policy positions
- Ability to work with experts to generate new research, insights and policy proposals
- Ability to convey complex policy ideas to non-expert audiences in a simple and compelling way - adapting style, language and content to deliver maximum clarity and gain support
- Willingness to undertake media training and act as a media spokesperson for TJ-UK
- Understanding of economic and tax justice

A strong team player:

- Excellent prioritisation skills and effective at handling regular deadlines and last minute requests
- Ability to thrive in a young organisation, where you will drive your own projects, as well as shape the organisations' overall approach
- Equally comfortable building relationships in person and virtually
- Willing to embrace flexible working