



**We are recruiting a part time Policy and Campaigns Manager (4 days/wk, £36K pro rata)**

Maternity Action is the UK's leading charity committed to ending inequality and improving the health and well-being of pregnant women, their partners and young children.

We are seeking an experienced policy professional to lead on our small policy team which works to defend and enhance maternity rights and improve health outcomes, particularly for those on low incomes or with insecure immigration status. We have a strong focus on maternity rights at work, maternity benefits, entitlement to free NHS maternity care for women from abroad, and housing and subsistence for migrants, refugees and asylum seekers. This is a new post.

We are looking for an experienced policy professional with solid experience in campaigning for change; knowledge of *either* employment rights, including maternity rights, *or* the rights of migrant and asylum seeking women; knowledge of current issues in gender equality; excellent research and analytical skills; experience of leading a team; and excellent written and verbal communication skills.

The role will be part of our small team based in Old Street, London. The post is for 28 hours a week. We are happy to consider flexible working arrangements during normal business hours, including some home working. There will be regular meetings in London and some travel outside London.

Please send us an application outlining how you meet the selection criteria and your CV. Applications close 15 October. Interviews will be held 22 October.

Email: [recruit@maternityaction.org.uk](mailto:recruit@maternityaction.org.uk)

Maternity Action  
52-54 Featherstone Street  
London EC1Y 8RT  
T: 020 7253 2288  
W: [www.maternityaction.org.uk](http://www.maternityaction.org.uk)

## **Maternity Action job description: Manager, Policy and Campaigns**

Reporting to: Director

Accountable to: Director

Salary: £36,000 pro rata

Hours: 28 hours/week

### **Job purpose:**

To provide high quality policy and campaigns advice and management of Maternity Action's policy, campaigning and project work.

### **Key tasks:**

1. To lead on policy, campaigning and project work on issues affecting the legal rights and health and wellbeing of pregnant women, new mothers and their families, including:
  - To represent the organisation at events and to promote the organisation across the community, voluntary, union and statutory sector and in the media
  - To predict and keep up to date with developments in policy
  - To maintain and develop strategic partnerships and relationships across a wide range of agencies and networks
  - To prepare research reports, briefing papers and responses to Government consultations
  - To plan and deliver campaigns for change
  - To deliver communications and related projects
  - To evaluate work undertaken
2. To manage the policy and projects team, including:
  - To provide direction and leadership to staff and volunteers
  - To provide effective engagement, motivation, performance management and support of staff and volunteers

3. To work with the Director on issues of management and governance, including
  - To support the fundraising strategy and to ensure existing and future obligations to funders are met
  - To prepare reports for the Board of Trustees
  - To contribute to preparation of the annual report
  - To contribute to development, implementation and review of the organisation's strategic plan
4. To undertake other duties as may be required from time to time

## **Person description**

### Knowledge/Qualifications:

- Degree in a relevant discipline (E)
- Knowledge of either:  
(a) employment policy, including maternity and parental rights, or  
(b) immigration and asylum policy, including access to housing and subsistence (E)
- Knowledge of current debates in gender equality (E)
- Knowledge of the UK political system (E)
- Understanding of feminist principles (E)
- Knowledge of evaluation methodologies (D)

### Experience:

- Experience of managing a small team (E)
- Experience of building and maintaining effective coalitions in support of policy or campaigning goals (E)
- UK public policy experience in a relevant field (E)
- Experience of campaigning for change (E)
- Experience of using traditional and social media to communicate about policy and campaigning issues (D)

### Skills:

- Excellent research and analytical skills (E)
- Excellent spoken communication, including presentation skills (E)
- Excellent written communication skills, including preparation of reports, briefings, formal correspondence, blogs (E)
- Good computer skills, MS Word and MS Excel (E)
- Good teamwork (E)

Circumstances: This post is for two years and may be extended. Some overnight travel outside of London. Some unsociable hours.