



Job Description

Job Title: Policy Officer

Salary: £28,631 per annum plus 3% pension contribution

Conditions: 35 hours per week; 25 days annual leave plus public holidays

Location: Rights of Women, 52-54 Featherstone Street, London EC1Y 8RT

Reporting to: Director of Rights of Women

Summary of post

The Policy Officer is responsible for delivery of Rights of Women's policy work and in particular two policy projects funded by London Councils and the Sigrid Rausing Trust.

Key tasks and responsibilities

The post holder is expected to carry out the following duties;

Research and write Rights of Women's policy responses to Government and other policy makers

Undertake research projects and produce reports on a range of legal and policy issues affecting women

Arrange, coordinate and deliver workshops, seminars and conferences on a range of legal and policy issues affecting women

Produce information on current legal issues for Rights of Women's publications, website and newsletters

Represent Rights of Women at external events and develop and maintain relationships with external stakeholders including Members of Parliament, representatives of other organisations

Establish and maintain Rights of Women's Women's Legal Policy network and policy databases

Attend staff and strategy meetings

Attend supervision sessions with the Director in accordance with Rights of Women's policies and procedures

Adhere to and work with Rights of Women's policies and procedures

Work within the budget set in accordance with Rights of Women's financial regulations

Undertake such other reasonable tasks and administrative duties as requested by the Director