

## Post details

Job title: Advocacy Officer

Reports to: Campaigns, Policy & Research Manager

Key relationships: Campaigns Assistant, Media Officer, Senior Researcher, CEO.

Working hours: 3 days per week (21 hours). We are happy to consider flexible working.

Salary: £23,000 - £29,000 pro rata (£13,800 - £16,200).

Location: Remote working and/or our South London (Brixton) office.

## Post summary

Can you build relationships with parliamentarians to make sure that the voices of Tibetans are heard? The Advocacy Officer will ensure our advocacy is persuasive and effective. They will work with our staff and partners to coordinate protests, petitions, parliamentarians and people. They will cultivate trust and ensure that the work of Free Tibet is seamlessly integrated into the All Party Parliamentary Group on Tibet.

This is an exciting position building relationships with and persuading decision makers to work to end one of the most dire repressions on earth. The role is suitable for someone with some experience of advocacy, either professionally or voluntarily. What matters is that you have a passion for working in the halls of power and understand that a well-crafted piece of advocacy can make effective change. If you can deliver persuasive advocacy, gain the trust of decision makers and know how to make sure everyone involved in a project can pull together, then we want to hear from you.

The successful candidate will join a team with solid expertise in research, policy positioning and media. There are real opportunities to learn from colleagues, as well as more formalised development and progression opportunities.

## Free Tibet

Free Tibet is one of the world's leading Tibet campaign organisations. Our vision is a free Tibet in which Tibetans are able to determine their own future and the human rights of all are respected. We campaign for an end to China's occupation of Tibet and for international recognition of Tibetans' right to freedom. We mobilise active support for the Tibetan cause, champion human rights and challenge those whose actions help sustain the occupation.

Our main office is in Brixton in South London and we have around 17 staff members in total. At present most staff are working from home, and we expect continuing high levels of home working in the future. However, we expect the Advocacy Officer to be in the office one day per month minimum. We therefore welcome applicants from across the UK and, sadly, we can only consider applications from people who already have the right to work in the UK.

# Advocacy Officer

Additional benefits include flexible working hours, training and development opportunities, pension scheme, interest-free season ticket loans and a generous annual leave allowance (25 days pro rata plus public holidays and additional time off between Christmas and New Year).

We welcome applications from everyone irrespective of age, gender identity, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race or ethnic origin, sexual orientation, transgender status or socio-economic background. We welcome applications from those who wish to return to the workplace after a period of absence. We particularly encourage applications from women and members of ethnic minority and LGBTQIA+ groups. Suitably qualified Tibetan candidates are strongly encouraged to apply.

## Job description

### Key responsibilities

#### Parliamentary Advocacy

- Provide the secretariat for the All Party Parliamentary Group for Tibet, organising regular events and communicating with members.
- Grow our strong working relationship with the Central Tibetan Administration, ensuring that we can work together to advocate at the highest levels.
- Monitor and respond to parliamentary developments related to Tibet, including legislation, events, questions and select committee inquiries.
- Liaise with relevant UK officials concerned with Tibet and China, including briefing officials and drafting submissions to government consultations.
- 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.
- Maintain good working relationships with policymakers and their offices across, for example, parliament, local government, APPGT and arms-length bodies.

#### General Advocacy

- In collaboration with the Campaigns, Policy & Research Manager and the CEO, identify, plan and deliver effective advocacy.
- Coordinate representation of Free Tibet to international human rights bodies.
- Build and maintain key stakeholder relationships with external organisations and representatives.
- Respond to external queries about our advocacy and Tibet.
- Represent Free Tibet externally, as appropriate e.g. meetings, presentations and public events.
- At times, act as campaign lead for one or two of Free Tibet's principal campaigns.
- Contribute to strategic campaign planning, identifying and prioritising opportunities.
- Monitor the impact of advocacy and contribute to evaluation and reporting.
- Manage volunteers assisting our advocacy.
- Deliver advocacy events as required, including protests, vigils, parliamentary events.
- Work alongside other staff to support and develop the advocacy of Free Tibet's activists, taking a hands-on role with this work from time to time.
- Organise and support cross-civil society advocacy efforts on Tibet issues, working with member and partner organisations to develop and implement strategy.

# Advocacy Officer

- Produce briefings and policy commentary to contribute to relevant debates, inquiries and consultations

## Communication

- Write, or contribute to, accurate and persuasive copy, including:
  - Campaign and news website content.
  - Campaign materials and reports.
  - Correspondence with external stakeholders, including policymakers and public and private institutions.
  - Supporter engagement communications, including the Free Tibet magazine and responses to supporter correspondence.
- Work with colleagues to ensure our advocacy work is communicated in social and conventional media.
- Speak publicly about our campaigns in both formal advocacy settings and informally to the media and our supporters.

## General

- Participate in regular team meetings.
- Contribute to the staff team by responding to supporter queries by email and phone.
- Sharing the day-to-day workload of the office with colleagues, as required.
- Assisting colleagues in their own areas of work, as necessary.
- Performing other tasks as may reasonably be requested by the CEO/line manager to further LCC's aims.
- Conducting out-of-hours work as may reasonably be requested by the CEO/line manager (for which TOIL may be claimed).

## Person specification

### Essential:

- Excellent verbal communication skills, including interpersonal networking, relationship-building and influencing skills.
- Experience managing events, ideally in an advocacy context.
- Experience of making change through effective advocacy.
- Excellent writing skills for diverse audiences, including for publication in reports, parliamentary briefings and consultations, as well as blogs and articles.
- The ability to coordinate projects with several people involved.
- Ability to take initiative, manage competing priorities and ensure deadlines are met.
- Commitment to Free Tibet's mission.

### Desirable:

- Experience of using conventional media and/or social media.
- Understanding of the geopolitical context of Tibet.
- Spoken and written Tibetan.

## Application Process



## Advocacy Officer

Return your completed application form by email to [host@freetibet.org](mailto:host@freetibet.org). Completed applications must be received by **10:00 am on Monday 10 January 2022**. Interviews will take place on Monday 17 January via video call.