



Policy and Communications Director required

Are you passionate about eradicating violence against women and girls? AVA (Against Violence and Abuse) is a leading UK charity committed to ending gender based violence and abuse. We work with survivors to champion evidence based change. We have particular expertise around multiple disadvantage and children and young people. Our groundbreaking work includes “Complicated Matters”, the Commission report “Breaking Down the Barriers” and the online resource “Ask AVA”. All of our projects involve meaningful roles for women with lived experience. Our portfolio of activities encompasses groundbreaking project and research work, face to face and online learning and survivor focussed consulting and evaluation work. We take a trauma and gender informed approach to all of our work.

Responsibilities of the post include

- To oversee the development and delivery of AVA’s policy, research and project work, ensuring high quality and relevant work is delivered to agreed timescales.
- To ensure that AVA has clear messaging and presents a consistent and professional image to external stakeholders.
- Ensuring that AVA has clear policy positions on relevant issues.
- To lead the policy and projects team, ensuring that they develop and deliver projects that contribute towards AVA’s vision of a world without gender based violence.
- To form part of the senior management team.

Requirements of the post include

- Knowledge of a wide range of Violence Against Women and Girls related issues
- Strong policy and research skills
- An ability to manage a number of projects, delivering quality work to agreed timescales.
- An understanding of strategic communications, and its role in a small non front line charity.

This is a full time post, but we would be willing to consider a four day a week contract or individuals who wish to apply together as a job share (we cannot broker job sharing arrangements). We offer a degree of flexible working. The post will initially be home based due to Covid restrictions, although our office is Covid secure and the successful candidate must be able to attend regularly at our office in Vauxhall, South London once that resumes.

Further information follows in this job application pack, including a job description, person specification, and equal opportunities monitoring form.

Applications should consist of:

- Your CV which must include details of your education, qualifications and any relevant training, your employment history and 2 referees.
- A covering letter, no more than 2 sides of A4 in total, which outlines why you want the job and your skills, experience and knowledge in relation to each of the points (essential and desirable) in the person specification.
- A completed equalities monitoring form.

Please send your application to maria.dardagan@avaproject.org.uk by 10 am Tuesday 4th May 2021. The interview will take place via zoom on Thursday 20th May 2021.

By making an application you are stating that you are legally entitled to work in the UK. The appointment will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and references.

AVA is an equal opportunities employer. We particularly welcome applications from Black and Minoritised candidates who are currently underrepresented in our staff team.

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Registered Charity No: 1134713 Company No: 7092449

Job Description

Job Title:	Director (Policy and Communications)
Location:	Greater London/Home based if willing to travel to London on a regular basis
Salary:	£42,503 (pro rata)
Probationary Period:	Three months
Notice:	3 months is required on either side
Leave:	26 days per annum pro rata
Hours of Work:	35 hours per week
Reporting to:	Chief Executive
Pension:	4% employers match contribution

Appointment will be subject to an enhanced satisfactory Disclosure and Barring Service (DBS) check and references.

Role overview: The postholder will be responsible for the strategic direction, financial health and effective delivery of AVA's policy, project and communications work. They will be a member of the senior management team, and perform a leadership role across the organisation. The role will also involve delivery of some project work.

Key responsibilities

Policy and Projects

- To oversee the development and delivery of AVA's policy, research and project work, ensuring high quality and relevant work is delivered to agreed timescales.
- Ensuring that AVA has clear policy positions on relevant issues, and is able to engage effectively in policy debates within the VAWG sector.
- To lead the policy and projects team, ensuring that they are motivated and supported to develop and deliver projects that contribute towards AVA's vision of a world without gender based violence.
- To work with colleagues to develop new projects and work with the CEO and the Funding Support Officer to raise funds to deliver them.
- To manage, and contribute to, individual projects and pieces of policy and research as needed.
- To work in collaboration with the Training and Consultancy Director to ensure that policy and project staff are able to contribute effectively to AVA's training and consultancy offer.
- To ensure that Experts by Experience are integrated into AVA projects and supported effectively.

Communications

- To work with the CEO to ensure that AVA has clear and consistent messaging.
- To be responsible for the strategic marketing of AVA services and projects.
- To ensure that the website and social media channels are kept up to date and used effectively to promote AVAs messages and work.
- To work with the Resources Director to support AVA's wider digital offer e.g. Apps

Strategic Leadership

- To form part of the senior management team.
- To line manage several staff working on policy, projects and communications work.
- To carry out other activities commensurate with the post as requested by the CEO or the Chair of the Board of Trustees.
- To deputise for the CEO in her absence.

General duties

- To fully integrate equalities issues into all aspects of the work.
- To participate and contribute to team meetings and organisational development.
- To engage in learning and take responsibility for your own personal development.
- Comply with AVA's policies and procedures and legal requirements.

Person specification

Essential requirements

1. Knowledge of a wide range of Violence Against Women and Girls related issues.
2. A non judgemental, feminist and intesectional approach to working with survivors of gender based violence.
3. A track record of voluntary sector communications work.
4. Strong policy and research skills with a strong track record of producing well received reports.
5. A track record of managing projects involving multiple stakeholders.
6. Experience of managing and motivating staff and/or volunteers.
7. Experience of managing all or part of a budget.
8. Ability to work independently and as part of a team.
9. An ability to carry out own administrative tasks.
10. Experience of presenting to a diverse range of audiences, through training and/or public speaking.

Desirable requirements

- Experience of contributing towards successful fundraising bids.
- Strong analytical skills and a knowledge of qualitative and quantitative methods used in research work.

Please complete the Equalities Monitoring Form

https://docs.google.com/forms/d/e/1FAIpQLSdJ34YcJ8vQBpAaHO95V4_5-bbqatW3eEyZVnlWaL7WqpS4dw/viewform?usp=sf_link