

**Job description & person specification:**

**Justice and Rights Manager**

**Background:**

Inclusion London is a leading disability equality organisation run by and for Deaf and Disabled people. We have built a national reputation for effective policy and campaign work and for providing innovative business and organisational support to local Deaf and Disabled people’s organisations (DDPOs) in London. Our mission is nothing less than full equality and inclusion for Deaf and Disabled people with our communities leading the change we need to see.

We are seeking to recruit a skilled, highly motivated, and versatile Deaf or Disabled person to play a key role in the expansion of our Campaigns, Justice and Policy (CJP) work.

We are committed to equality, diversity and reflecting the communities we serve and we particularly welcome applications from Deaf or Disabled people from Black, Asian and minority ethnic communities.

**Job purpose:**

As Justice and Rights Manager, you will lead Inclusion London's campaign and policy work at London level. You will establish and facilitate effective engagement and co-ordination of DDPO voice work ensuring DDPOs’ are able to influence policy and practice. You will also deliver a range of advice, support, training and resources to help DDPOs and Deaf/Disabled people better understand and uphold their rights.

**Key tasks:**

1. To establish and support DDPOs representation and engagement in pan-London and national strategic consultation structures including facilitating and co-ordinating DDPO peer networks to enable DDPOs to have an effective voice and to influence decisions affecting Deaf/Disabled Londoners.
2. To lead delivery of our CJP capacity building work supporting DDPOs to building their advice, campaigns, voice and policy skills and capacity.
3. To deliver a range of training and one-to-one advice on key disability equality issues.
4. To supervise a small number of CJP staff, including trainees, volunteers and consultants.
5. To work with the Director of Campaigns and Justice (DCJ) on service development, evaluation and monitoring and deputise for DCJ when necessary.

**Specific tasks:**

1. To set up and facilitate DDPO peer networks to coordinate and support DDPOs engagement with key pan-London public bodies including the Greater London Authority (GLA).
2. To carry out proactive outreach work to increase the number and diversity of DDPOs regularly engaged in campaigning and influencing activities at London and national level.
3. To provide advice to DDPOs on specific policy, campaigns, and rights issues relating to Human Rights, equalities, discrimination, social care, housing and welfare benefits.
4. To deliver our range of accessible training and briefings to help Deaf/Disabled people and DDPOs to understand and use the law to promote and protect Deaf/Disabled people’s rights.
5. To work with DDPOs in London who provide advice and advocacy support to use their data from casework in campaigning and influencing.
6. To keep up to date with priority policy areas and engage and represent Inclusion London with diverse stakeholders, as directed by the Director of Campaigns and Justice.
7. Together with Director of Campaigns and Justice carry out monitoring and evaluation of CJP projects.
8. To manage trainees, volunteers and consultants

**General responsibilities:**

1. To ensure that all resources, trainings and events are fully accessible, inclusive and responsive to the needs of different groups of Deaf/Disabled people.

2. To keep clear and accurate records, in accordance with Inclusion London procedures, of all work carried out.

3. To attend regular supervision and annual personnel reviews and carry out tasks to agreed work plans

4. To adhere to Inclusion London’s policies and procedures including the organisations Equal Opportunities policy and Data protection policy.

**Person specification**

**Essential criteria**

Experience & skills

1. Excellent communication, facilitation, presentation and interpersonal skills.
2. Strong ability to engage, build relationships and work in an accessible and dynamic way with diverse groups of stakeholders.
3. Experience of facilitating engagement processes that lead to a policy change.
4. Good understanding and experience of effective influencing strategies.
5. Highly motivated, with ability to work on own initiative, plan and prioritise own workload, meet tight deadlines and work flexibly as part of a small team.
6. Lived experience as a Deaf or Disabled person and a strong personal commitment to the Social Model of Disability and the Cultural Model of Deafness.
7. Experience of delivering and facilitating training sessions about rights for a range of audiences.
8. Sound information and communications technology (ICT) skills.
9. Working knowledge of key legislation affecting Disabled People.
10. Good knowledge of monitoring and evaluation requirements and approaches and the ability to gather and analyse basic statistical data for use in policy reports, campaign materials and media releases.
11. Experience of managing projects, staff or volunteers

Aptitude:

1. Passionate about equality and inclusion
2. Motivated and able to take initiative and lead
3. A team player and a ‘people person’
4. Good attention to detail but able to see a bigger picture and think strategically
5. Organised
6. Hardworking
7. Curious and always wanting to learn

**Desirable criteria:**

1. Experience of providing advice on social welfare rights
2. Experience of coordinating networks and coalitions
3. Willingness to travel within London and work occasional evenings.

**Report to:** Director of Campaigns and Justice

**Salary:** £38,000 to £40,000 per annum depending on experience and skills

**Hours:**  35 hours per week

**Employer Pension contribution:** 5% of salary

**Contract length:** Permanent

**Annual Leave:** 25 days per year plus Bank holidays pro rata

We support flexible / homeworking with a mix of home and office working expected at our fully accessible office in Brixton subject to Covid regulations.