

Policy Officer, Equalities

Job description

Grade and Salary

Grade 8.1 £58,755 rising incrementally to £59,887 (pro rata) (excluding London Weighting £6,154)

Type

Fixed term to December 2026

Hours

35 hours per week Monday to Friday

Location

Congress House, Great Russell Street, London WC1B 3LS (happy to explore flexible working)

Responsible to

Senior Policy Officer, Equalities

Job Purpose

The post holder will be expected to contribute to the work of the Department and the TUC as a whole by contributing to our work in tackling the far and populist right, by supporting affiliates, undertaking research and building our industrial response.

Job content

The post holder will be expected to contribute to the work of the TUC as a whole by:

Research and Content Development:

- Researching, drafting, and editing a broad range of content aimed at addressing the growing threat of far-right. This may include policy statements, in-depth research reports, internal papers, briefings, blogs, speeches, press releases, and articles for both internal and external audiences.

- Conducting detailed mapping and analysis of affiliate organisations and their efforts to combat the rise of far-right, ensuring that key developments and approaches are effectively documented and shared.

Stakeholder Engagement and Relationship Building:

- Establishing and nurturing strategic relationships with affiliates, external stakeholders, and potential partners working on anti-far-right work, fostering collaboration and mutual support in the fight against extremism.
- Identifying and developing partnerships with relevant organisations, including advocacy groups, research institutions, and community organisations that align with the TUC's goals in combating the far-right.

Advocacy and Public Representation:

- Representing the TUC's anti-far-right work in external forums, including conferences, seminars, workshops, and media interviews. Delivering compelling presentations and speeches to engage key audiences, including our affiliates, government ministers, politicians, voluntary organisations, think tanks, and the general public.
- Promoting the TUC's policies, interests, and initiatives in both internal and external events, ensuring that the TUC is positioned as a leading voice in the fight against far-right extremism.

Project Management:

- Leading and managing the various projects such as anti-far-right campaigns, research initiatives, and events including conferences, seminars, and public outreach programs.
- Collaborating with internal teams and external partners to develop and execute strategies that advance the TUC's objectives, ensuring projects are delivered on time, within scope, and with measurable impact.
- Taking a lead role in delivering the outcomes of the TUC anti far right strategy, on time and within budget.

Support and Collaboration with Trade Unions:

- Providing ongoing support to the TUC's affiliated trade unions in their anti-far-right work. This includes offering advice, guidance, and practical assistance, as well as supporting to organise training sessions, workshops, and other resources to help unions tackle the far-right within their communities.
- Actively engaging with affiliated unions and supporting their participation in relevant events, ensuring they have the tools and knowledge to effectively combat far-right activities at local, regional, and national levels.

Monitoring and Analysis of Political Trends:

- Keeping abreast of both domestic and international political and policy developments, ensuring that the TUC's work remains relevant and responsive to emerging threats and opportunities related to the far-right.
- Providing strategic analysis and recommendations to help shape the TUC's policies and interventions in response to these evolving trends.

Internal Collaboration and Organisational Engagement:

- Attending and contributing to TUC meetings, including the General Council, Executive Committee, and relevant internal project teams, ensuring that the anti-far-right agenda is integrated into the broader work of the TUC.
- Collaborating with colleagues across different departments to ensure alignment and consistency in messaging, strategy, and action plans.

Other Responsibilities:

- Undertaking any additional duties as required to further the TUC's objectives, ensuring the successful delivery of the organisation's anti-far right and other strategy initiatives.
- Attending performance management reviews and regular meetings with the senior policy officer.
- Responsible for ensuring compliance with data protection processes and procedures.
- Any other duties that relate to the post and as allocated by Director, Equalities and Senior Policy Officer, Equalities.

Person specification

Essential Criteria

Experience

- Proven experience in researching, writing, and editing a wide range of content, including policy documents, reports, briefings, articles, and press releases.
- Experience working on anti-extremism or anti-far-right initiatives, either through direct involvement in relevant projects or through a strong understanding of the key issues and challenges involved.
- Demonstrable experience in building and maintaining strong relationships with a wide range of stakeholders, including government agencies, NGOs, community organisations, and affiliated groups.
- Experience representing an organisation in public forums, conferences, media interviews, and seminars, with a strong ability to advocate on sensitive and complex issues.

Skills

- Strong analytical skills, with the ability to conduct in-depth research and present complex issues in a clear, accessible format for both internal and external audiences.
- Ability to identify, initiate, and manage partnerships with external organisations working on related anti-far-right issues.
- Excellent written and verbal communication skills, with the ability to engage and influence a variety of audiences, including government officials, politicians, unions, academics, and the media.
- Proven ability to manage multiple projects simultaneously, ensuring that deadlines are met, objectives are achieved, and resources are used efficiently.
- Strong organisational and time-management skills, with the ability to lead campaigns, events, and research projects from inception to completion.

Knowledge and understanding

- In-depth knowledge of the far-right political landscape, including its ideologies, tactics, and impact on society
- Understanding of the role of trade unions in social justice movements and the ability to work effectively within the union movement to advance anti-far-right work.
- A strong understanding of domestic and international political developments, with an ability to analyse and interpret policy trends that may affect the TUC's anti-far-right work.
- Awareness of key political, social, and economic factors that intersect with far-right extremism and anti-extremism efforts.

Personal qualities

- A demonstrated passion for and commitment to fighting discrimination, inequality, and extremism in all its forms, with a strong focus on combating far-right ideologies.
- Ability to adapt to a fast-paced and ever-changing political and social environment, adjusting strategies and approaches as needed.
- Commitment to equality, anti-racism and the values of the trade union movement

Circumstances

Willingness to work irregular hours, including attending events and meetings outside of traditional working hours, when required.

Based in Congress House but happy to discuss options.

Desirable Criteria

Experience Working with Trade Unions:

- Familiarity with the work of trade unions, particularly in the context of promoting

equality, diversity, and human rights.

- Experience providing guidance, training, or support to trade unions on matters of social justice or anti-extremism.

Media Experience:

- Experience in media relations, including writing for the media, developing press releases, and managing media inquiries.
- Comfort and experience in speaking to the media and handling potentially challenging or high-profile situations.

Relevant Academic or Professional Qualifications:

- A degree or relevant qualification in politics, international relations, social sciences, or a related field is desirable but not essential.
- Relevant professional qualifications or certifications in project management, communication, or public relations would be a plus.