



Human Trafficking and Sexual Exploitation Policy Officer - Job Profile

1. Basic Details	
Job Title: Human Trafficking and Sexual Exploitation Policy Officer	Date: April 2021
Department: Public Affairs	Location: Romney Street, Westminster
Name of Employer: CARE	
2. Reporting Structure	
The Director of Public Affairs and The Deputy Director of Public Affairs	
3. Job	
<p>Purpose of Job:</p> <p>To coordinate CARE’s work combatting Human Trafficking and Sexual Exploitation and to support the Public Affairs Team in all areas of policy.</p>	
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> ▪ Monitoring policy and developments related to human trafficking and sexual exploitation (including prostitution), domestically and internationally, and developing CARE’s human trafficking and sexual exploitation strategy. ▪ Networking with politicians, civil servants, NGOs, project workers and supporters ▪ Writing submissions for Government consultations on human trafficking and prostitution, drafting press releases and parliamentary speeches. ▪ Supporting the Director of Parliamentary Affairs in lobbying politicians and civil servants through meetings, written correspondence and coordination of parliamentary seminars ▪ Engaging with supporters and the wider public by producing resources, writing articles, updating the website and responding to queries. ▪ To work with the Communications Team to maximise coverage for our work related to human trafficking and sexual exploitation. ▪ Supporting the Public Affairs Team in all areas of CARE policy as directed by the line manager. ▪ Any other reasonable related tasks 	



Human Trafficking and Sexual Exploitation Policy Officer - Person Specification

Requirements for the job	
Knowledge	<ul style="list-style-type: none"> ▪ Good Honours degree ▪ Relevant experience within major political institutions, including lobbying ▪ Experience of working with a wide variety of people ▪ Experience of face to face / telephone contact with the public ▪ Good knowledge of contemporary mainstream Christian thinking ▪ Familiarity with all CARE's issue and its ethos
Skills	<ul style="list-style-type: none"> ▪ Advanced written skills with the ability to write policy proposals, briefing documents, speeches, articles for the web site etc. ▪ Ability to understand and analyse legislation and consultation papers ▪ A thorough approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines. ▪ Good media skills, both written and broadcast ▪ The ability to plan, organise, prioritise and co-ordinate workload. ▪ Good people skills and the ability to deal with others with integrity and diplomacy. ▪ The ability to work well in a team.
Disposition	<ul style="list-style-type: none"> ▪ The flexibility and willingness to work occasional overtime, when deadlines demand. ▪ Capable of working under some pressure, when necessary. ▪ A commitment both to team working and unsupervised working. ▪ An interest in working in public affairs for a Christian Charity. ▪ Able to avoid party political and denominational bias in exercising the required duties. ▪ Inspired by the work of CARE, supportive of and in full agreement with CARE's statement of faith. ▪ Willingness to take part in spiritual activity such as contribution to Bible study and staff prayers. ▪ Willingness to help, when necessary, with practical tasks outside the normal duties.

CARE reserves the right to amend this job description at its discretion. Changes will be discussed in person and notification made in writing within 28 days of amendment. CARE is a company limited by guarantee registered in England and Wales at 53 Romney Street, London, SW1P 3RF. Company No: 3481417, Charity No: 1066963, Scottish Charity No: SC038911.