GLITCH

Glitch

Senior Policy Advocacy and Campaigns Officer

Application Pack

Details of how to apply for this role are at the end of the document

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We strongly encourage applications from Black people and People of Colour, and from those who have lived experience of online abuse.

GLITCH

Glitch is a UK-based charity recognised internationally for working to make the online space safe for all, by raising awareness of online abuse and its impact through an intersectional lens. Glitch campaigns for long-term and systematic change from both tech companies and governments. We champion digital citizenship by delivering a range of resources and workshops on digital citizenship, digital self care and online safety. Glitch was founded in 2017 by Seyi Akiwowo, a former politician and Digital Leader of The Year 2019.

In three years, Glitch has:

1. Launched a report on the impact of Covid-19 on online abuse, *The Ripple Effect: Covid-19 and the Epidemic of Online Abuse*
2. Launched a Black Lives Matter Online Too campaign and petition which has led to working with Twitter to support its users on digital self care
3. Developed partnerships with influential organisations, such as Amnesty International, The Parliament Project, Change.org, The End the Violence Against Women Coalition and the Antisemitism Trust
4. Presented at the 38th United Nations Human Rights Council on Online Violence Against Women
5. Launched our first Fix The Glitch Toolkit - a free downloadable resource outlining how everyone can play their part in ending online gender based violence which has been downloaded by over 1000 people across the world. Also, launched Fix The Glitch Toolkit 2.0 - a free e-resource for Black women, non-binary people and allies
6. Delivered bespoke workshops on digital citizenship, self care, safety and self defence to over 4000 people

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With our ambitious plans taking shape, it's a very exciting time to join Glitch. You'll be part of an organisation with national and international acclaim, helping us in our goal towards a safe internet for all. The Senior Policy Advocacy and Campaigns Officer is a pivotal role in Glitch's mission for systemic change and impact.

This person will play a significant role in establishing Glitch as a highly influential thought leader. You'll help us lobby governments, tech companies and encourage general society to prioritise, pay attention to and take action when it comes to online abuse, through stronger, clearer legislation and proactive procedures and policies.

We're looking for a highly organised person with experience of promoting policy recommendations and solutions to governments, tech companies and key influential networks. The ideal candidate is skilled in constructing and delivering strategic and impactful advocacy and campaign plans in a start-up or small charity environment.

Glitch is an ambitious charity that's developing, so we're also looking for somebody innovative, proactive and strong on processes and systems, and open to developing and learning with the organisation. The Senior Policy Advocacy and Campaigns Officer should have an understanding and passion for intersectional feminist values and be deeply committed to diversity and equality in society.

Employment type: Fixed term contract

Duration: 12 months to start from January 2021 (extension subject to funding)

Salary: £28,000-£30,000 pro-rata (4 days a week), depending on experience. We're open to discussing flexible arrangements that would give you a work-life balance. Please note Glitch is a four-day (28 hours) a week organisation.

Location: Remote working

Report to: Executive Director

Manages: Oversee volunteers occasionally

Benefits:. Our team's mental health and wellbeing is a top priority. We aim to support creating an environment where everyone can bring their best selves by creating an open culture through regular check-ins, group meditation sessions and complimentary access to the *She can. She did.* benefits programme, including Vala Health support. You'll also receive 28 days holiday pro-rata.

With our ambitious plans taking shape, it's a very exciting time to join Glitch. You'll be part of an organisation with national and international acclaim, helping support us in our future developments towards a safe internet for all.

Who You Are

Essential Skills and Experience
- Demonstrable experience in leading successful projects that change policy
- Demonstrable passion for fighting online abuse and commitment to Glitch's values
- Strong experience in building relationships with policy-makers, funders and partners in the sector
- Experience of project management and working with partners
- Experience of drafting policy, advocacy, research documents and pitching proposals
- Experience of working with a civil society, government or multilateral organisation
- Understanding of working with Government, Parliament and international institutions
- Background in and commitment to gender equality and women and girls' rights
- Ability to work independently across multiple workloads and with diverse stakeholders
- Excellent written and oral communication skills, including digital and online communications
- Experience of event organisation and planning, including drafting event Concept Notes, invitations and speaker/chair briefings
- Experience of working in busy environments and multitasking, especially in a small team
- Attention to detail
- Ability to build and maintain successful relationships with stakeholders

Desirable Criteria

- Experience of working in gender rights, tech rights, human rights experience of lobbying and/or working technology companies

- Experience of monitoring and evaluation tools

- Experience of working with or within a network and/or coalition

- Experience of researching funding opportunities

- Experience of drafting communications plans for projects, events or policy documents

- Previous work for a charity or start-up

- Experience managing a team

What You'll Be Doing

Advocacy (35%)

- Working closely with the CEO and Policy Adviser to shape Glitch's advocacy strategy, reviewing progress and evaluating impact

- Developing and implementing a robust advocacy strategy to amplify Glitch's key policy recommendations and maximise influence on tech, communications and online safety policies

- Building strong relationships with external stakeholders including tech companies, government ministers and civil servants, political parties, corporate and public sector partners, other charities and donors

- Strengthening relationships with government officials, civil society, tech companies, Ministers, and Parliamentarians

- Representing Glitch at external events and meetings, including with government representatives, decision makers and other NGOs and networks

- Developing briefings ahead of and for Glitch meetings with Ministers and officials, Parliamentarians and other key stakeholders

- Identifying opportunities for Glitch to collaborate on specific and value- aligned issues

Campaigns (35%)

- Developing and implementing creative and influential online campaigns to help us meet our strategic objectives and mission
- Designing, implementing, and managing campaign strategies; establishing and managing Glitch's relationships with key political contacts; devising and managing media and digital media strategies and representing Glitch in the media
- Helping to influence national discourse on gender-based and intersectional online abuse and making the case of systemic change
- Drafting agendas for coalition meetings, taking minutes and actions, building and mobilising our partnership network around submissions, PMQs and other key parliamentary processes
- Monitoring, regularly reviewing and updating the team on the progress of campaigns and evaluating their impact, adapting the campaign in response
- Managing the budget delegated for specific campaigns, making decisions, monitoring expenditure and reporting on these
- Supporting our Senior Fundraising Officer to secure funding for the organisation's policy and research activity and strategic donor relations
- Supporting our Communications Manager in the development of Glitch annual plans and monthly activities

Policy (20%)

- Bi-weekly policy and media monitoring
- Drafting policy briefings ahead of external engagements and events
- Leading on concept note development for Glitch policy documents and events
- Providing ad hoc research support

Team Support (10%)

- Supporting the team with regular feedback, check-ins, and developmental objectives
- Contributing to a healthy and positive team culture, through role modelling in line with our commitments
- Contributing positively to the organisation's aims of diversity and inclusion
- Looking after the health, safety and welfare of yourself and all around you

- Taking on other reasonable duties as appropriate, in line with your skills, knowledge abilities and experience

Our Vision

Our online space is a safe and inclusive arena for all digital citizens to participate. Our online community is as important as our offline one, which is why people, institutions and businesses need to play their part in creating a safe online world. Everyone should feel confident and equipped to engage in online and offline spaces - particularly those disproportionately affected by discrimination, including women and girls.

Our Mission

To awaken a generation of digital citizens equipped to create and demand safe online spaces for all.

Our Values

- **Collaborative:** We're building an active community to help us achieve our goals. We can't do it alone, we need consensus
- **Dynamic:** The needs of the digital community are constantly evolving. We have to stay ahead of the curve
- **Trusted:** We're specialists within our field. We're a trusted source of information and expertise
- **Self care:** We understand that we have to take care of our own wellbeing first. We prioritise our own wellbeing so we can help others effectively
- **Brave:** As an independent charity we're not afraid to go against the grain or to challenge institutions, agencies and big business
- **Empowering:** We equip people with the tools to have greater agency over their online usage
- **Inclusive:** We have a human rights and justice framework for our work. We strongly believe online abuse and effective solutions to systemic issues need to be seen through an intersectional lens
- **Progressive**: While helping to build the future we all deserve, it's important to have a reflective and reflexive approach to our operations and delivery as a charity

<mark>**Our Organisation and Community Culture**</mark>

Glitch is a **rally activist.** Yes, we're a registered charity but we're also a group of activists who want to get people to rally around online abuse and make the world safe. We want more people to care and prioritise making online spaces safe or all.

Glitch is a **thoughtful leader.** We are paving the way for digital citizens and inspiring others to join us in this critical mission. Our authority is considered - we don't make brash comments or hollow promises. Our empathy is what brings people in.

Glitch is a **relatable storyteller**. We're part of the online world and we speak and act in a way which is familiar, engaging with our community in an everyday, easy to understand tone. We tell stories, either from our own experiences or those of others (but always with permission), so we can show - not just tell - how important the work we're doing really is.

<mark>**How to Apply**</mark>

Please send your applications to job@fixtheglitch.org with '**SENIOR POLICY, ADVOCACY AND CAMPAIGNS OFFICER**' in the subject line, by no later than **11.59pm** on **Wednesday 27th January 2021** and include:

1. A CV (no more than 2 pages)
2. A one-page cover letter outlining how you fit the criteria outlined above
3. Answers to the 3 short questions below

Please note, late applications will not be accepted and unfortunately, we are unable to answer questions about the role before the interview.

Please only apply if you have the right to work in the UK.

For successful applications, the first round of interviews will take place on **Monday 8th February**.

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The second round of interviews with a short interview task will take place on **Thursday 10th February.**

<mark>**Job Application Questions**</mark>

1. We're looking for the right candidate and someone who can start soon. When can you start working with us?
2. What is your understanding of intersectionality and how it could shape advocacy and campaigns for a charity like Glitch? (150 words)
3. Pick a recent advocacy and campaign by a UK charity and explain what set it apart (150 words)