

### KEY FACTS

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<b>Application closing date:</b>	7 <sup>th</sup> April 2022
<b>Start date:</b>	Immediately /As soon as possible
<b>Reports to:</b>	Chief Executive
<b>Contract:</b>	Fixed-term contract (to 31 December 2022 with an intention to extend subject to funding)
<b>Hours:</b>	100% FTE (37.5 hours per week) – will consider part time with a minimum of 60% (22.5 hours a week)
<b>Salary:</b>	£41,174 - £47,509 plus 12% employer pension contribution, or equivalent based on contractual requirements and full time equivalent. Appointment within range depending on skills and experience
<b>Location:</b>	Home-based (anywhere in the world, subject to contracting requirements)

### ORGANISATION

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The Tax Justice Network believes our tax and financial systems are powerful tools for creating a just society that gives equal weight to the needs of everyone. Launched in 2003 we are dedicated to high-level research, analysis, campaigning and advocacy in the area of international tax and financial regulation and work to inspire and equip people and governments everywhere to reprogramme their tax systems to work for everyone. We are clear that we must take a rights-based approach, that challenges inequalities head-on, in all our work.

We are a network of researchers, activists, tax experts, communicators, lawyers, political scientists, organisers, academics, campaigners and human rights advocates and defenders who pursue systemic changes that address the global inequalities that arise from poor tax policies; ineffective implementation of national and global tax policies and weak financial regulation. Covid 19 and the climate crisis make the coming months and years a transformative time for our societies. It will influence how Tax Justice Network engages with partners across the world. We are committed to supporting and engaging with approaches that recognise the critical value of cooperation and collaboration.

Founded on a co-operative ethos we are a virtual organisation, with staff working from their homes across multiple countries and continents. We are supported by grants and donations from a range of donors including Norad, the European Union and the Ford Foundation.

### THE ROLE

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This new role is being created within the Tax Justice Network to help drive forward our international policy advocacy agenda. The post holder will work with colleagues and partners in all regions of the world to co-ordinate the Tax Justice Network's engagement with relevant frameworks, treaties and fora and to track, support and accelerate change on our policy priorities at the national, regional and/or global level.

A key element of the role will be to coordinate our work in quantifying and evaluating the extent of national-level support for tax justice policies and action. This has the twin aim of demonstrating progress and supporting international advocacy coordination across the movement. As such, the post will require technical familiarity with tax justice policies, an understanding of how they impact on the most

marginalised people within a broader tax regime and the ability to work in partnership and solidarity with partners across the globe.

The Policy and Advocacy Lead will work in close collaboration with our Network and Partner Relations Coordinator, who oversees our broad ecosystem of relationships, to identify opportunities for collaboration and ensure we are responding effectively to the voices of our allies.

## RESPONSIBILITIES

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Core responsibilities include but are not limited to the following:

- Supporting the Chief Executive with delivery of policy and advocacy strategy, in line with organisational strategy
- Working with colleagues to maintain and expand a coalition of cross-sectoral allies
- Developing public-facing documents on policy areas such as responding to consultations, reports, and preparation for evidence sessions.
- Identifying new and creative opportunities to further our policy aims through engagement across parliamentarians and their advisors, legislative bodies, regulators and relevant government departments
- Horizon scanning to support strategic advocacy plans, identify key opportunities and 'moments' for influence
- Supporting the delivery of policy events, including webinars and high-level side events
- Providing fundraising support, particularly related to philanthropic and government grants
- Contributing to the Tax Justice Network's website, podcasts and videos, for example summarising policy developments and outputs
- Act as a spokesperson for the Tax Justice Network by giving media quotes and interviews, as well as representing the Tax Justice Network at external events

## PERSON SPECIFICATION

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The successful candidate should be adaptable and willing to support the delivery of work across the organisation's portfolio, as required. They will be willing to travel internationally and be flexible to accommodate calls with stakeholders based around the world which may require occasional work outside of usual working hours.

The following skills and abilities are seen as essential to the role:

- The technical skills to **develop credible policy positions** relevant to the Tax Justice Network and our goals, grounded in an understanding of policy implementation;
- A **fantastic communicator** with strong written skills and the ability to engage, influence, collaborate and build strong relationships, ideally in more than one widely used language;
- **Strategic thinking**, with political insight, and the ability to respond speedily and effectively to external developments
- **Analytical and strategic** capacity, to ensure our limited resources are targeted to yield the greatest progress; and
- A passion to **fight inequality and to learn from others**.

In terms of individual attributes, we are looking for candidates with a strong sense of teamwork and collaboration, with a positive and proactive approach and who can accept the views and perspectives of others. We are looking for someone who listens, is happy to be challenged and committed to the achievement of consensus where it is possible and compromise where it is needed.

## HOW TO APPLY

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[www.taxjustice.net](http://www.taxjustice.net) | [@TaxJusticeNet](https://twitter.com/TaxJusticeNet) | [info@taxjustice.net](mailto:info@taxjustice.net)

Tax Justice Network Limited | Non-Profit Company # 05327824 | Registered Address: c/o Godfrey Wilson Ltd, 5<sup>th</sup> Floor Mariner House, 62 Prince Street, Bristol, BS1 4QD UK

The Tax Justice Network is a company limited by guarantee registered in the UK. Our business language is English and therefore successful applicants need a high level of competence in both spoken and written English but you may apply in any of the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

Please upload a CV (resume) and answer a series of questions (to detail the skills and expertise you believe you bring to the board) at <https://airtable.com/shrHKAANpy5Cu41R4> by 9am (GMT) on Thursday 7<sup>th</sup> April 2022.