
KEY FACTS

Application closing date:	13th September 2023
Start date:	Applicants need to have availability to start as soon as possible and ideally week commencing 18th September 2023
Reports to:	Chief Executive
Contract:	Fixed-term consultancy contract (to 31 December 2023)
Hours:	up to 35 days (262.5 hours) to be worked as required through September to December
Fee:	£251.25/€293.78/\$301.95 per day (7.5 hours)
Location:	Willing and able to regularly travel to New York throughout the consultancy

ORGANISATION

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 in all our work, and one that challenges inequalities head-on.

We are a network of researchers, activists, tax experts, communicators, lawyers, political scientists, organisers, academics, campaigners and human rights 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 but also for 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 CONSULTANCY ROLE

This consultancy is being created within Tax Justice Network to help drive forward our international policy and advocacy agenda in ensuring the UN holds the leadership for setting global tax rules. November 2022 saw the passing of an important resolution at the UN and 2023 is now an important year for intergovernmental discussions in New York over possible UN reforms to the global tax system, including the establishment of new UN bodies and mechanisms to monitor, evaluate and decide global tax rules. The post holder will work with colleagues and partners in all regions of the world, extending and amplifying the momentum that has been generated in the African and Latin American regional intergovernmental initiatives whilst building relationships within the UN, co-ordinating the work that needs to be undertaken to ensure key votes are passed.

RESPONSIBILITIES

Core responsibilities include but are not limited to the following:

- Supporting the Chief Executive and International Policy Advocacy Lead with delivery of our advocacy work in regard to the UN processes.
- Alongside communications colleagues developing internal and 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.
- Supporting the delivery of policy events, including webinars and high-level side events
- 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.
- Co-ordinating the small internal Tax Justice Network project team focussed on the UN process.

PERSON SPECIFICATION

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

- Must have **experience of working within or with UN bodies**
- Have **knowledge of the UN Tax Convention** process to date
- Be an **excellent communicator** with strong written skills and the ability to engage, influence, collaborate and build strong relationships, ideally in more than one widely used language;
- Be **adaptable and flexible** to respond to situations as they arise
- The technical skills to **develop credible policy positions** relevant to the Tax Justice Network and our goals, grounded in an understanding of policy implementation;
- **Analytical and strategic** capacity, to ensure our limited resources are targeted to yield the greatest progress; and
- A passion to **fight inequality**.

In terms of individual attributes, we are looking for someone 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. The person needs to be adaptable and flexible and willing, at times, to accommodate calls with stakeholders based around the world which may require occasional work outside of usual working hours.

HOW TO APPLY

Please upload your CV (resume) and submit a short note outlining your skills and experiences to undertake the role using this link: <https://airtable.com/appCSBboMNF8HiLBR/shrhWkrqIKPn3rhOO> by 23:59 (GMT) Tuesday 13th September 2023. Follow up contact will be held later that week with a look to start the following week.