



## Job Description

### UK Campaigns Manager

Location:	Free Word (see Covid-19 note below)
Reports to:	Director, English PEN
Contract:	Part-time, permanent
Hours:	Three days a week, generally to be worked between the core hours of 9am and 6pm Monday to Friday
Salary:	£30 - 33k per annum pro rata

English PEN is the founding centre of PEN International, a worldwide writers' association with 145 centres in more than 100 countries. English PEN works to promote literature and the right to freedom of expression through a range of campaigns, events, projects, and publications.

English PEN has a strong track record in UK campaigning. In recent years this has included work on online harms, supporting journalists at risk in the UK, and playing a key role in a major Libel Reform campaign against libel tourism in England and Wales. Current priorities include continued work on online harms and online harassment, parliamentary reviews on hate speech legislation, SLAPP, and the relationship between structural inequality and freedom of expression. English PEN recognises that any discussion of freedom of expression must also be a discussion of power, justice and equality. To continue to explore, articulate and campaign on these themes, we are seeking to appoint an exceptional UK Campaigns Manager to coordinate our UK-focused campaigns work.

This is a part-time post at the heart of English PEN's small but busy London office. The UK Campaigns Manager will report to the Director, who has responsibility for advocacy across the organisation, and work closely with the Writers at Risk Programme Manager, along with the wider English PEN team.

This demanding role requires an individual who can effectively mobilise a wide range of stakeholders to support English PEN's mission.

English PEN celebrates the diversity of literature and envisions a world with free expression and equity of opportunity for all readers and writers. This role plays an essential part in achieving this vision.

English PEN wishes to encourage applications from candidates who are under-represented in the creative industries.

This role is supported by the T. S. Eliot Foundation

### **JOB PURPOSE**

To support writers and to enhance public understanding of the right to freedom of expression in the UK.

## Key Responsibilities

1. Take lead responsibility for initiation, implementation and evaluation of all UK campaigns, as well as related advocacy;
2. Work closely with colleagues at other PEN centres across the UK and Ireland, partner organisations including advocacy groups, publishing houses and NGOs, along with individual writers, to ensure that English PEN's UK campaigns are focused, targeted and effective.
3. Working to priorities as agreed with the Director,

## Tasks and Duties

1. Initiate, implement and evaluate campaigns around freedom of expression and in support of writers in the UK, in consultation with the Director. This may include the convening of roundtables with partners, meeting with policymakers, drafting and assessing statements, letters and other campaign documents, and determining casework priorities;
2. Liaise with other UK-based human rights and free expression organisations and take a lead in forming appropriate coalitions with other campaigners;
3. Parliamentary engagement and attending UK Government-NGO consultations
4. Work with the English PEN team to publicise UK campaign work and to mobilise the public where relevant;
5. Monitor and gather the views and official positions of UK government, and of relevant groups, organisations, and bodies in the UK with regard to a wide range of free expression issues;
6. Research and develop English PEN's position on and work in the relationship between freedom of expression and structural inequality in the UK;
7. Monitor and respond to urgent UK cases, through advocacy, social media and media, as relevant;
8. Work with the Director to research and undertake fundraising – for existing projects, new projects, and on a programme-wide basis;
9. Manage, where relevant, staff, freelancers and volunteers;
10. Represent English PEN at events and conferences, including public speaking where desirable, in consultation with the Director;
11. Collaborate with other English PEN team members as relevant;
12. Build relationships within the legal sector around pro-bono support;
13. Perform any other duties as may from time to time be deemed necessary by the Director and Board of English PEN.

## **KNOWLEDGE, SKILLS, EXPERIENCE**

### Essential

- Commitment to the values and mission of English PEN;
- Experience of successfully managing campaigns;
- Experience in the free expression or human rights sector;
- Understanding of UK and international human rights law;
- Understanding of the key issues affecting the publishing and free expression sectors in the UK;
- Track record in innovative advocacy across a variety of media;
- Experience of working with a wide range of partners, internally and externally, to achieve clear targets;
- Existing connections with wide range of relevant stakeholders;
- Understanding of parliamentary engagement work, including working with MPs and APPGs;
- Self-reliance – ability to manage own administration, and keep accurate and transparent records, including financial records;
- Ability to communicate developments in the field clearly and concisely to key stakeholders, including colleagues, members, funders, and the Board of Trustees;
- Ability to work creatively as an engaged member of a small team;
- Flexible and extremely well-organised.

### Desirable

- A passion for literature;
- Ability to maintain and develop strong relationships within broadcast and print media, and to speak to press where appropriate;
- Experience of working in the arts sector;
- Experience of successfully managing staff/volunteers;
- Experience of fundraising.

### **Background**

As English PEN moves towards our Centenary in 2021, we are focused on ensuring that the organisation is well-resourced in order to develop and grow our work in the UK, including:

- Campaigns around freedom of expression and related topics;
- Working towards equity of opportunity for readers and writers in the UK who have been marginalised due to structural inequalities;
- Support for writers in diasporic communities.

English PEN currently has a leading presence in the field of international campaigning for free expression. This includes advocacy, direct support to writers at risk, and respite residencies for international writers.

<https://www.englishpen.org/category/campaigns/>

English PEN has also led on a number of key campaigns here in the UK. In 2006, English PEN's 'No Offence' campaign resulted in a crucial amendment to the Religious Hatred Bill, securing our right to speak freely on religious matters. We

played a key role in the Libel Reform campaign against libel tourism, resulting in the reforms to the system through the Defamation Act 2013. We also took part in the Books for Prisoners campaign against the Ministry of Justice's ban on loved ones sending books: the restrictions were ruled unlawful by the High Court in 2014. In 2019, our crowdfunding campaign helped to ensure that the judge's annotated copy of *Lady Chatterley's Lover* from the landmark 1960 obscenity trial remained in the UK. More recently, we have supported writers and journalists at risk in England and across the UK, campaigned around minority language rights, and explored the complexities of free expression in 2020.

## **Terms & Conditions**

### **Salary**

£30 - 33k per annum pro rata

### **Hours of work**

This is a part-time post and the postholder will be expected to work 21 hours per week on average, generally between the core office hours of 9am to 6pm Monday to Friday.

Due to the nature of the role it may occasionally be necessary to work some evenings and weekends in order to fulfil the role successfully. English PEN does not pay overtime allowance but time off in lieu (TOIL) may be taken by agreement with your line manager and in accordance with the Staff Handbook.

### **Flexible working**

English PEN is committed to offering flexible working where possible and by agreement.

### **Location**

The post is based at English PEN's London office, currently in Farringdon. Some local and national travel will be required. The postholder may sometimes need to work remotely; please note our Covid-19 statement below.

### **Annual Leave**

Paid annual leave of 25 days per annum plus eight public holidays pro rata.

### **Pension**

English PEN operates a group personal pension scheme which is open to all employees. Membership will be by auto-enrolment three months after the starting date.

### **Probationary period**

There will be a probationary period of six months.

### **Expenses**

You will be reimbursed for all reasonable travel, accommodation and other expenses which are wholly, exclusively and necessarily incurred in relation to the performance of your duties and responsibilities, in line with English PEN's expenses policy.

### **Notice Period**

Following the successful completion of a six-month probationary period, one months' notice is required. During the probationary period, two weeks' notice is required on either side.

### **Policies and Procedures**

You are required to comply with all the policies and procedures stated in the staff handbook and as provided by English PEN.

### **Equal Opportunities**

English PEN is committed to equality of opportunity in all its activities and employment practices.

### **COVID-19 RECRUITMENT STATEMENT**

Please note that during this time, our recruitment process will be a bit different to normal and measures will be put in place to ensure the safety of candidates and our own staff through every process from application, short-listing, interviews and offer stage.

The usual place of work for this role would be Free Word, 60 Farringdon Road, London EC1R 3GA, however, all English PEN staff are currently working from home. Risk assessments and safety policies are being developed and will be implemented in due course to ensure a safe return to our premises in line with changes to government guidance and in consultation with our staff. Any new staff joining our team in this interim process will be consulted with in the same way whilst transitions to working environments are taking place. New staff will receive the support and provision required to effectively perform the job role, particularly if this cannot be within the office environment (i.e. working from home).

Successful short-listed candidates will be invited to an interview that will be conducted in a safe, and in an appropriately socially distanced manner. This may be via Zoom, or other video-conferencing apps, over the phone, or even in person if this is deemed safe and appropriate for all parties, and in line with government guidance at the time. Interview format will be discussed and agreed with each successful short-listed candidate.

Format and procedures for commencement of the position, inductions and training will be discussed with successfully candidate at offer stage.

If you have any further questions in relation to our Covid-19 response, please email our Head of Finance & Governance, Deborah Bourne ([deborah@englishpen.org](mailto:deborah@englishpen.org)).