# Friends, Families and Travellers (FFT)

## Job Description

**Job Title:** Policy and Research Officer

**Hours of work:** 21 hours/week

**Length of employment:** 12 months with opportunity for extension

**Band:**  6

**Salary:** £31,537-£33,143 pro rata, DOE

**Employer:** Friends, Families and Travellers

**Responsible to:** Policy and Research Coordinator

**Location:** Brighton, with some home working possible

**Closing date:** 23:59, 7 November 2025

**Interview date:** Interviews will be on a rolling basis

*To apply, please send a CV and a covering email setting out your suitability for the role in less than 500 words to* [admin@gypsy-traveller.org](mailto:admin@gypsy-traveller.org)

*Please take the time to fill out and submit an* [Equality Monitoring Form](https://www.gypsy-traveller.org/wp-content/uploads/2021/06/Equalities-Monitoring-Form_updated.doc) *for the role.*

*We strongly encourage applications from Gypsy, Roma and Traveller people. We will offer an interview to applicants from Gypsy, Roma and Traveller communities who meet the essential criteria for the role.*

**About us**

We are the only national charity which supports all Gypsies, Travellers and Roma regardless of ethnicity, culture or background. We seek to end racism and discrimination against Gypsies, Travellers and Roma and to protect the right to pursue a nomadic way of life.

Our main areas of work are accommodation, education, financial/economic inclusion, health and discrimination and we have a clear understanding of how these areas intersect and impact the lives of Gypsy, Roma or Traveller people. In all areas of our work, we support individuals and communities experiencing disadvantage and inequalities, with the issues that matter most to them. At the same time, we work to transform the systems and institutions which cause structural inequalities and disadvantages to exist in the first place. To find out more, visit our [Vision for Change](https://www.gypsy-traveller.org/wp-content/uploads/2019/11/FFT-Our-Vision-for-Change-Strategic-Plan-2019-2022_FINAL-FINAL.pdf).

## Overall Purpose of the Role

Gypsy, Roma and Traveller communities experience some of the starkest inequalities of any groups in the UK. In this role, you will be working as part of the Policy and Public Affairs Team, to tackle the root causes of inequalities faced by Gypsy, Roma and Traveller communities.

As Policy and Research Officer, you will play a key role in strengthening our policy, research and public affairs work across our priority areas: accommodation, tackling hate, financial and economic inclusion, health, and education.

The postholder will support work to influence decision-makers, amplify the voices of Gypsy, Roma and Traveller communities, and advocate for fairer laws and policies.

The role involves undertaking research, producing evidence-based briefings, supporting parliamentary engagement, and working with partners to promote equality and human rights.

Due to the nature of the role, the successful applicant will need to be based in our Brighton office, and we may be able to accommodate a degree of flexible working subject to successful completion of a three-month probation period.

## Key Responsibilities

### Policy and Research

* Undertake research, analyse data, and produce high-quality briefings and reports.
* Monitor and respond to government consultations and emerging policy issues.
* Contribute to reports and other external submissions, such as human rights treaty monitoring and select committees.

### Parliamentary and Public Affairs

* Support the organisation’s role as Secretariat to the All-Party Parliamentary Group on Gypsies, Travellers and Roma, including liaising with parliamentarians, drafting parliamentary questions and correspondence, and organising events.
* Work with colleagues and partners to influence decision-makers and ensure the experiences of Gypsy, Roma and Traveller communities are heard.
* Build and maintain effective relationships with stakeholders across sectors.

### Other Key Responsibilities

* Deliver on designated work streams, ensuring objectives and deadlines are met.
* Contribute to the development and delivery of project plans and track progress against agreed outcomes.
* Gather and present data for monitoring and evaluation reports to funders.
* Provide the necessary administrative support for the policy and public affairs work.
* Ensure all work complies with organisational policies on confidentiality, safeguarding, and equality.
* Undertake other duties as reasonably required.

## Person Specification for Policy and Research Officer

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| --- | --- | --- |
| Qualifications & Knowledge | **Essential** | **Desirable** |
| Knowledge of equality, human rights and social justice issues | X |  |
| Understanding of the policy landscape in at least one of our priority areas (housing, health, education, financial/economic inclusion, tackling hate) | X |  |
| Awareness of the different Gypsy, Roma and Traveller communities within the UK and of the issues that affect the lives of Gypsies, Roma and Travellers |  | X |
| Experience |  |  |
| Experience in conducting research and producing reports/briefings | X |  |
| Experience of analysing data and drawing evidence-based conclusions | X |  |
| Experience of working in a policy, public affairs, or advocacy role (voluntary, paid, or placement) |  | X |
| Lived experience of the issues |  | X |
| Experience of working with parliamentarians, government departments and civil society organisations |  | X |
| Skills |  |  |
| Strong organisational skills | X |  |
| Excellent attention to detail | X |  |
| The ability to prioritise competing demands | X |  |
| Excellent written and verbal communication skills, with ability to explain complex issues clearly | X |  |
| Confident use of Microsoft Office and ability to manage and present data effectively | X |  |
| Personal Qualities |  |  |
| Able to work independently and collaboratively as part of a team | X |  |
| Commitment to equality, diversity, and inclusion | X |  |
| Able to reflect on work and adapt in response to constructive feedback, with support where needed | X |  |
| Proactive, flexible, and adaptable in responding to changing priorities | X |  |
| Commitment to social justice and anti-racism | X |  |

**Our Values**

We believe that:

* to address the inequalities faced by Gypsy, Roma and Traveller communities then Gypsy, Roma and Traveller people must be at the heart of all of our work.
* the inequalities faced by Gypsy, Roma and Traveller communities are rooted in historic oppression and structural racism and must be understood and addressed in this context.
* there is much to celebrate within Gypsy, Roma and Traveller communities, including cultural traditions, historical events, community values and individuals’ achievements.
* we have a role to play in upholding and protecting human rights and equalities, because we are stronger when we work together and show solidarity with other minority groups.
* all services provided to wider society should be accessible to and inclusive of members of Gypsy, Roma and Traveller communities.

**Equality**

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We support members of Gypsy, Roma and Traveller communities to have an active and influential role in all aspects and at all levels of our work.

**Our team**

We have a professional team of staff who deliver our vision through outreach, advice and policy work, education and training, research and more. The work of our staff is supported by a dedicated team of volunteers. At least half of our staff, interns and volunteers are from travelling communities and/or have lived experience.

**Our location**

Our sunny offices are in central Brighton, just 2 minutes from Brighton railway station and 10 minutes from the sea. Parking is at Brighton Railway station.

**Benefits of working for FFT**

We strive to provide staff with a positive and supportive environment at work. We offer regular supervision, strong and supportive leadership, open communication and a commitment to developing our staff. Our benefits include:

* 25 days paid leave per year plus public holidays
* Discretionary Christmas/New Year closure period
* Annual leave allowance increase by 1 day for each full year of employment up to 5 additional days.
* Travel and subsistence allowance
* Cycle to Work Scheme for accessories or bicycles (or both!)
* 5% contributory pension
* Flexible working
* Job share
* Induction programme and annual appraisal
* A variety of in-house and external training courses
* A commitment to Continuous Personal Development

**Right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 requires us to check your eligibility to work in the UK before you start work. We ask all candidates to bring proof of their right to work to interview, such as passport or other documents.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All recruits are given the relevant DBS check for their role and safeguarding training to support safe working.