

Dear Applicant,

### **Advocacy Manager (Sabbatical Cover) - Application Pack**

**13 months (mid-April 2026 to mid-May 2027), 4 days per week.  
London-based (some working from home possible)**

Thank you for your interest in working at Campaign Against Arms Trade (CAAT). We are currently recruiting sabbatical cover for our Advocacy Manager. Working closely with our Research and Campaigns colleagues, you will be responsible for Parliamentary and legal work, and for liaison with relevant partner organisations.

You will have excellent communication and relationship-building skills, to help you build and nurture partnerships with parliamentarians at all levels and with organisations and networks who share CAAT's goals.

You will have good knowledge of how to use parliamentary procedures to achieve campaign goals, strong experience of monitoring and responding to Parliamentary activity related to core campaign issues.

Your experience of engaging with individual parliamentarians and with formal consultation processes as part of a wider campaign strategy will be vital in ensuring that CAAT builds on existing support in Parliament to advance our key campaigns and help shift public attitudes towards the arms trade.

This is a **13-month, four-day per week** post, based either in our London office, or working from home (if within easy travelling distance of London - as this role requires regular in person availability in London), with a salary of **£47,898** (£59,873 pro rata), including London weighting, **plus 8% into a pension that doesn't invest in the arms trade.**

### **Reflecting the communities we serve**

CAAT is working towards a more equitable society, and we encourage all applicants to complete the equal opportunities monitoring form. CAAT values diversity and we welcome applications from under-represented groups, in particular People of Colour.

### **How to Apply**

Please complete your application using one of the below methods:

- Using the online [Charity Job application process](#)

- Submitting a **CV** and **covering letter addressing your answers to the screening questions**, to [recruitment@caat.org.uk](mailto:recruitment@caat.org.uk)

All applications must be received no later than **9am on Monday 9 March 2026**.

Applications must include an up-to-date CV and answers to the Screening Questions (listed in the person specification and on the Charity Job application)

For any enquiries, please contact us on [recruitment@caat.org.uk](mailto:recruitment@caat.org.uk)

All applications will be reviewed after the closing date - **please do not expect to hear from us until after the closing date**.

## **Interviews**

**Interviews will be held in the week commencing 23<sup>rd</sup> March.** If you have not been invited to interview by 1pm on Friday 20<sup>th</sup> March, please assume that your application has been unsuccessful.

## **About CAAT**

CAAT is a UK-based organisation working to end the international arms trade. CAAT operates on a non-hierarchical basis with the staff team collectively responsible for the day-to-day management of the organisation, and a Steering Committee consisting of staff and non-staff members acting as the governing board, with responsibility for strategy, finance, legal compliance, and acting as the employer of the CAAT staff. All permanent members of staff are directors of the company on a rotation basis.

CAAT normally operates with a staff team between 10 - 14 staff and core contractors, working across the UK, either from our office in London, or in shared working spaces, or from home. If you are unable to work from home and are not close to one of our existing hubs, we can discuss options for suitable workspace.

## **How we work**

As well as the staff team and the Steering Committee, CAAT also works with a network of contractors, freelancers, volunteers, activists and partner organisations to achieve our goals. CAAT operates pay parity and non-hierarchical, peer-to-peer management. We believe that working in a way that challenges the default structures of power and privilege is an important part of achieving our vision of a world where conflict can be resolved without the use of force. Decisions are made by consensus. Each member of staff is responsible for their own area of work, and weekly 'work plan' meetings provide an opportunity to consult, communicate and agree ideas.

We recognise however that this is quite a different way of working to most other organisations, even most other campaigning organisations and for many people it will be a new experience. We don't expect candidates to have prior experience of non-

hierarchical working and collectively managing organisations, but you will need to demonstrate a willingness to learn to work in this way.

### **Terms & conditions**

The basic working hours are 10am to 6pm Monday to Friday, with an hour for lunch. The days which staff work are agreed on appointment, but all staff are expected to work on Wednesdays, when all-staff meetings are held. Employees can work flexitime in agreement with other staff members, with core hours being 11am-4pm.

Training sessions, CAAT events and necessary meetings are counted as working hours. When these take place during evenings and weekends, time off in lieu (TOIL) can be taken. Holiday entitlement is 28 days per year plus bank holidays (pro rata). Interest-free season ticket loans are also available for those who require support with travel costs.

If you have any questions, please email [recruitment@caat.org.uk](mailto:recruitment@caat.org.uk). Thanks again for your interest in working at CAAT.

A handwritten signature in black ink, appearing to read 'Jon Nott', with a stylized flourish at the end.

Jon Nott  
Operations Manager

# **Interim Parliamentary Co-ordinator**

## **Job Description** (4 days per week)

CAAT's parliamentary and legal work is a vital part of many of the organisation's campaigns and the Advocacy Manager develops this, as well as having responsibility for liaison with other organisations in the UK and overseas when this concerns governmental affairs and legal matters.

### **Role purpose**

Build on CAAT's profile, influence and credibility with relevant institutions in order to advance CAAT's campaign objectives.

These institutions and individuals include: parliamentarians, the civil service, devolved administrations (except in Scotland), the legal system, political parties, local councils, and trade unions.

### **Specific responsibilities:**

#### **Parliamentary**

1. Work with other staff to ensure that CAAT's parliamentary work is integrated with the organisation's overall strategic plan.
  - a. Use sound political analysis to inform and develop parliamentary strategies.
  - b. Maintain systems to support effective parliamentary work.
2. Understanding, developing, and advocating for CAAT's position on key issues, including through:
  - a. Writing or co-ordinating CAAT's submissions to Select Committee, Green Papers and similar consultations.
  - b. Producing written and verbal briefings for MPs and other elected officials.
  - c. Responding to enquiries from official institutions and parliamentarians and from others about this area of CAAT's work.
3. Develop and maintain good links with relevant individuals and institutions, enlisting their support for CAAT's policies.
  - a. Encourage these individuals and institutions to assist CAAT's work, for instance, through the tabling of Parliamentary Questions, submission of Freedom of Information requests.
  - b. Monitor developments relevant to arms exports in these institutions.
4. Work with colleagues to assist CAAT supporters in their work with parliamentarians, local councils, trade unions and the other institutions.
5. Be responsible for CAAT's liaison with other UK and international organisations where the work is primarily concerned with government or other official bodies.

## **Legal**

6. Co-leading (with the Research Coordinator) CAAT's work relating to confronting the arms trade through the legal system in the UK and internationally, including:
  - a. Working with colleagues to develop advocacy, campaigning, and communications around legal cases involving CAAT and partner organisations.
  - b. Liaising with CAAT's lawyers to consider potential legal challenges to arms exports
  - c. Working with international partners and coalitions who are engaged in similar legal challenges to develop strategies and share ideas
  - d. Following the progress of relevant legal cases brought by partner organisations in the UK, providing support as appropriate, and reporting on developments to the CAAT team

With other staff, the post holder will also:

7. Participate in campaign planning and organisational strategy.
8. Represent CAAT in the media and public events.
9. Contribute to CAAT News (CAAT's quarterly magazine) and other external communications where necessary.
10. Participate in regular staff meetings as part of the collective management of CAAT.

# **Advocacy Manager** (Sabbatical Cover)

## **Person Specification**

### **Essential**

1. An excellent understanding of how the UK Parliament works and how campaigning organisations can maximise their influence on policy.
2. Significant experience of monitoring Parliamentary business and co-ordinating organisational responses and activities.
3. At least 2 years' experience developing political strategies as part of campaign planning, including monitoring and evaluation.
4. Strong verbal communication skills, confident at public speaking.
5. Strong written communication skills, experience of writing for a range of audiences.
6. Strong interpersonal skills to build and maintain relationships with Parliamentarians and their staff.
7. A track record of engaging with Parliamentarians, decision makers and influencers from across the political spectrum.
8. Networking skills to build alliances with wider civil society to further CAAT's political objectives.
9. Demonstrable commitment to equal opportunities: this could have been gained through personal experience, training, and/or working or volunteering for an organisation that champions equal opportunities issues.
10. Self-motivated and can prioritise their own work effectively, as well as collaborating and coordinating with others on shared projects.
11. Demonstrable commitment to CAAT's aims and objectives, including commitment to the collective running of CAAT.

### **Desirable**

1. Experience of co-ordinating and writing reports and submissions to government consultations.
2. Previous experience of campaigning/advocacy within a relevant sector, such as human rights, peace, conflict, and/or disarmament.

and/or

3. Previous experience of working with (or for) elected officials or holding elected office yourself.

## **Screening Questions**

**Please ensure these are answered as part of your application.**

1. Do you have the right to work in the UK?
2. Tell us about an impactful advocacy campaign that you led or were part of and describe your role and how it contributed to the campaign's effectiveness.
3. What do you think would be CAAT's main opportunities and main challenges in Parliamentary advocacy?
4. Tell us about a time when you (or a group you were part of) identified, challenged and worked against the formal and informal power structures that exist within society or within an organisation.