

NETWORK AND PARTNER RELATIONS COORDINATOR



KEY FACTS

Application closing date:	Sunday 2 June 2019
Start date:	July/August 2019
Reports to:	Director of Operations
Hours:	Full time (37.5 hours per week), but will consider part time or job share
Salary:	£42,000 plus 12% pension contribution
Location:	Home-based (anywhere in the world) but with approximately 10% overseas travel

ORGANISATION

Our mission

The Tax Justice Network (TJN) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. TJN maps, analyses and explains the harmful impacts of tax evasion, tax avoidance and tax competition; and supports the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. TJN pursues systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation.

Our objectives

To eliminate cross-border tax evasion and limit the scope for tax avoidance, so that large corporations and wealthy individuals pay tax in line with their ability to do so	To increase citizens' influence in the democratic control of taxation, and restrict the power of capital to dictate tax policy in its own interest	To restore similar tax treatment of different forms of income, and reverse the shifting of the tax burden onto ordinary citizens	To remove the tax and secrecy incentives that encourage the outward flow of investment capital from countries most in need of economic development	To promote the role of tax and related legislation in supporting inclusive economic development, the relief of poverty, engaged citizens and more equal societies
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Our approach

We have a small core of highly motivated staff, supported by a network of academics, professionals and other experts in a range of different fields. We draw on our collective expertise to research, design and promote original and agenda-setting positions. We are collaborative and collegiate, opening up new spaces for others to enter. We challenge conventional wisdom, we relish lively debate, and our work attracts media attention. We take informed but uncompromising positions on current news and issues, based on the evidence. We develop projects that build new alliances around our focus issues. We support others to adopt new thinking and to take on our shared counter-narrative within their own strategies, freeing us to explore as yet unchallenged issues and orthodoxy. We seek to influence and encourage people by playing the role of think tank, incubator and enabler.

Our achievements

Took transparency policies onto the global agenda (public registers of beneficial owners, public country-by-country reporting, automatic exchange of information)	Incubated new organisations like the Global Alliance for Tax Justice, regional networks (e.g. TJN Africa), Fair Tax Mark, Finance Uncovered and Offshore Game	Focused global media attention on tax justice, leading to front-page coverage across the world, and provided technical support to journalists	Changed views on corruption, by publishing the Financial Secrecy Index to show the links between secrecy, tax havens and illicit financial flows	Created the idea of the 'finance curse', the damage done by an oversized finance sector, and also by countries competing in a race to the bottom on tax and regulation
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ROLE DESCRIPTION

The Network and Partner Relations Coordinator role is a new post that has been created to lead on consultation, collaboration and communication between the Tax Justice Network and national and regional networks in the tax justice movement. The Tax Justice Network has identified a need to take a more proactive leadership role on tax justice research and policy, investing resources in consultation, collaboration and communication, and complementing the role of the Global Alliance for Tax Justice in leading and coordinating global civil society advocacy and campaigning work on tax justice issues.

This role is about building and managing a set of key relationships that are fundamental to the continued impact of the global tax justice movement. We are looking for a confident and engaging networker who combines good political instincts with excellent interpersonal skills and emotional intelligence. We are not looking for a technical expert, but the postholder will need to have (or acquire rapidly) enough understanding of tax justice issues (and their relationship with inequalities, including gender inequalities and related intersectionality) to be able to co-ordinate research, policy and advocacy positions on complex issues effectively and credibly with partners and to be able to recognise or anticipate and then respond to any potential causes of conflict or disagreement related to them.

The role will involve a reasonable amount of global travel (perhaps 10%) so that the postholder can represent the Tax Justice Network at international conferences and events and at one-to-one or group meetings with current and prospective partner organisations. However, we expect that the vast majority of these meetings will take place virtually, in line with our aims to minimise our carbon footprint as well as logistical and budgetary considerations. The postholder should be willing to work flexibly, which will mean having considerable autonomy over working hours and patterns while recognising the occasional need to work unusual hours, for example to participate in calls with other time zones or to travel at weekends (with time off in lieu afterwards). The postholder will be prepared and able to work effectively from home and will need a reliable and fast internet connection.

KEY RESPONSIBILITIES

- Work with the Tax Justice Network's board to define and agree the extent to which the Tax Justice Network should be proactively co-ordinating research and policy work across the global tax justice movement
- Build and manage relationships with key partners in the tax justice movement, including the Global Alliance for Tax Justice, its regional groups, and individual member organisations around the world, including but not limited to organisations launched by or with the support of the Tax Justice Network, by, for example:
 - Developing, discussing, agreeing and monitoring memoranda of understanding with key partners, balancing the setting of basic requirements with realistic expectations on both sides
 - Taking steps to clarify the different identities, objectives and activities of tax justice organisations
 - Providing practical support and advice about the best ways for partners to meet resource needs
 - Providing guidance for new partner organisations on issues such as objectives, legal structures and funding
 - Co-ordinating proactively with partners on fundraising and project opportunities, and identifying and pursuing opportunities to collaborate with partners and to submit joint proposals to funders
 - Sharing updates about the Tax Justice Network's current and future priorities and activities, and collecting updates about partner priorities and activities to share internally
 - Proactively seeking requests for technical assistance and/or prioritisation of research, policy or advocacy efforts from partner organisations, and pursuing these requests internally
 - Managing and updating a contacts database of partners to facilitate communication and collaboration
- Support the Tax Justice Network team in managing relationships with other partners within the wider movement, including the Financial Transparency Coalition and ICRICT
- Represent the Tax Justice Network at international conferences and events and at one-to-one or group meetings with current and prospective partner organisations, both in-person and virtually
- Lead on scoping and developing new partnership opportunities with organisations and coalitions working beyond the tax justice movement, in collaboration with the Tax Justice Network's senior management team
- Lead on communication with the Tax Justice Network's senior advisers, including the production of a quarterly update email and the coordination of internal requests for support from senior advisers

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PERSON SPECIFICATION

Experience

- **Co-ordination** / Experience of building and managing complex external relationships in an NGO, company, political party, think tank or similar organisation, ideally in a global context
- **Understanding** / Some knowledge and understanding of economic justice issues (ideally of tax justice issues)

Skills

- **Team-working** / Working with an autonomous team supportively and sensitively, balancing the need for co-ordination and clear decision-making with a consensual and collaborative management style
- **Relationships** / Building and maintaining successful relationships with partners and other stakeholders, with strong diplomatic skills, good political antenna and high levels of emotional intelligence, as well as highly developed cross-cultural sensitivity and awareness
- **Presentation** / Communicating effectively, persuasively, accurately and succinctly, both in person and in writing
- **Languages** / Proficiency in at least one major global language in addition to English, ideally French and/or Spanish
- **Technology** / Proficiency in using standard office software and cloud-based collaboration and communication software, and ideally also in managing online contact management databases

Attributes

- **Commitment** / Being focused on achieving high standards in pursuit of TJN's objectives
- **Adaptability** / Finding ways of dealing with unexpected opportunities and challenges
- **Resourcefulness** / Achieving results with limited financial and human resources
- **Judgement** / Managing relationships with partners sensitively but robustly as needed
- **Collaboration** / Working supportively and effectively as part of an internal team and with external partners
- **Integrity** / Choosing the right course of action when the alternative might be easier
- **Flexibility** / Willingness to do what is needed to get the job done (including some irregular hours and travel)

HOW TO APPLY

Please upload a CV (resume) and answer a series of questions, addressing the experience listed in the person specification as well as your motivation, at <https://www.taxjustice.net/nprc> by Sunday 2 June at 23.59 GMT.