



Working together
to stop child sexual
abuse online

All children deserve
protection from
online sexual abuse

RECRUITMENT PACK

Policy Manager

Full-time 2-year fixed term contract

Working to stop child sexual abuse online

Protecting children is at the heart of everything we do. For over 28 years, since the early days of the internet, our job has been to help child victims of sexual abuse by hunting down and removing any online record of the abuse.

It's a tough job. Our image analysts are amongst the best in the world. The children in the pictures are real. Their abuse and suffering is very real. Our experts never forget that.

The criminals who sexually abuse children, then record their suffering and share the horror online are ruthless. Sometimes they create images with audiences in mind. Victims range from babies to young teens. Abusers are often experienced at online grooming, skilled at manipulating young minds. Sometimes victims don't even realise they are being abused until it's too late.

Sadly, the internet makes it easier to share these images. We use advanced technology and human expertise to help young victims. If we can remove the record of suffering online and stop those images circulating, then we can stop the abuse being perpetuated. This makes the internet a safer place for all children and adults.

How we do this

- **Our team of human analysts.** Tech companies and law enforcement worldwide trust the assessments, experience and knowledge of our extraordinary team of people.
- **Tech-for-good.** Our in-house tech team build cutting-edge tools designed to make it easier to identify and remove online images and videos of child sexual abuse. In short, tech to protect kids.
- **Working together.** With international partners in government, law enforcement, reporting hotlines, charities and the tech community we work to stop illegal images of children being circulated again and again. We share vital information that could lead to the rescue of a child from terrible abuse.
- **IWF Hotline.** This gives people a safe and anonymous place to report suspected online images and videos. When we started in 1996, 18 per cent of child sexual abuse imagery online was hosted in the UK. **Today, thanks to our Hotline, it's less than one per cent. We're proud of that.**

The children in the pictures are real. Their abuse and suffering is very real. Our experts never forget that.

Our Chair & CEO



The IWF sits at the forefront of fighting for victims of child sexual abuse. We're seen as global leaders, standard-setters, and team players. Our strong relationships with companies around the world have enabled us to carve a much-needed place to both protect children and provide the means by which industry partners can ensure that their websites, platforms, games, and online spaces are safer for us all.

Since 1996, the IWF's unmatched work and determination has led to the removal of millions of criminal images and videos from the open internet. Our datasets and services are used to protect more than 4bn online users and accounts globally.

We're trusted as an extremely safe pair of hands by governments, tech companies, law enforcement and other child protection non-profits.

This is possible because of the commitment and fortitude of the incredible IWF team. Every department from our front-line analysts to our HR team, plays a critical role in helping us achieve our mission of a global internet free from child sexual abuse material.

Catherine Brown, Chair



Tracking down and identifying truly harmful child sexual abuse imagery is at the very core of what we do at the IWF.

We develop cutting-edge technologies, and work with some of the biggest tech companies on the planet - but without the skills, knowledge, and determination of our amazing staff, there is no way this delicate work could be done.

Working at the IWF is not for everyone, but for our staff, knowing they have contributed to the removal of thousands of images and videos of child sexual abuse from the internet, helping prevent the future revictimisation of victims, and even helping rescue children from abusive, dangerous situations, makes this the most satisfying place to work in the world.

I'm always proud to say I lead the team at the IWF. Every person, regardless of which department they are in, works with a sense of tireless determination and passion which I can truly say is unique to our organisation.

Derek Ray-Hil, Interim CEO



Our vision

We're creating an internet free from child sexual abuse that is a safe place for children and adults to use around the world.

Our mission

We detect, disrupt, remove, and prevent online child sexual abuse material using our expertise and resources as effectively as possible.

The Internet Watch Foundation (IWF) is a child protection organisation, utilising ground-breaking tech to make the internet a safer place for children and adults across the world.

We're a not-for-profit organisation, supported by internet, tech and social media industries, private companies and the generosity of ordinary people.

We work closely with police, governments and NGOs globally, who trust our work.

Child sexual abuse images and videos are just as much a weapon as a knife. We actively search for this imagery and for the past 28 years, we've given people a safe place to report it to us, anonymously, now covering 51 countries.

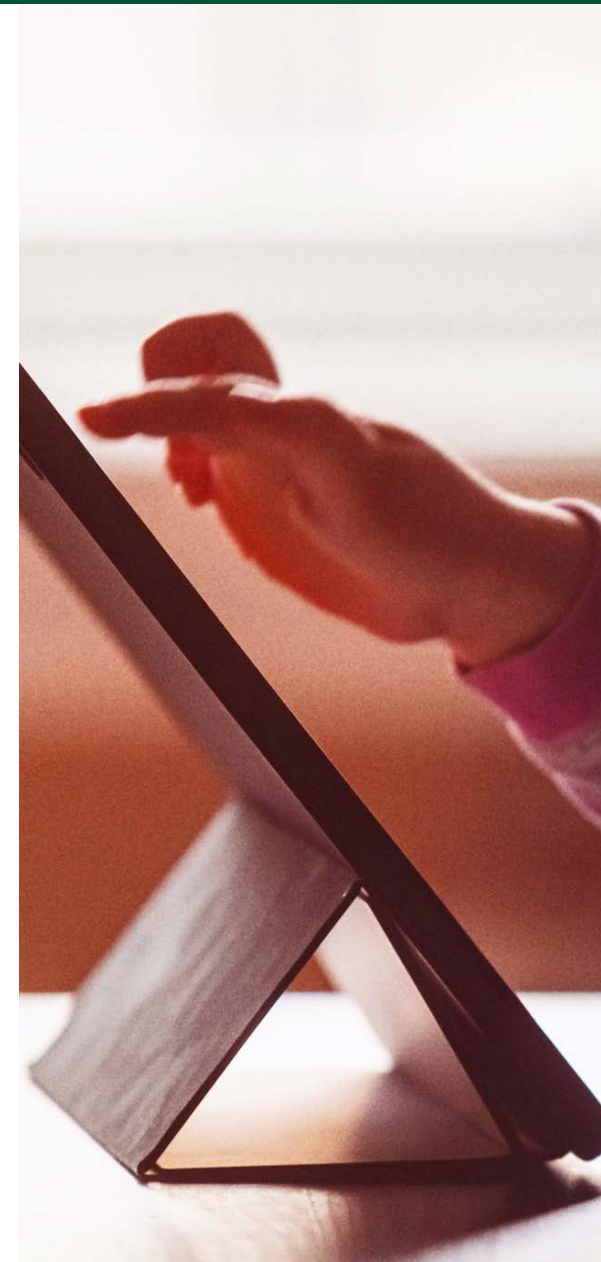
We assess every report we receive. If it shows the sexual abuse of a child, we make sure the image or video is removed from the internet. We provide bespoke services, products and datasets to our industry Members to prevent the imagery from re-appearing and make it harder for offenders to find and share.

We care.

Our work relies on compassionate and resilient staff members, across diverse teams, including Analysts and Assessors in our Hotline, Finance, Admin, Communications and Technology, who are all highly trained and carefully looked after.

The children in these pictures and videos are real. The suffering captured in this imagery and the knowledge that it could be shared can haunt a victim for life.

That's why it's our mission to remove this material for good. And to show every child there is someone out there who cares enough to help.



Our values

It's a huge responsibility to have the job of searching for, stopping, removing and preventing child sexual abuse imagery online.

We don't take this lightly. Our values act as our backbone, our core strength, a guide and a reminder of the importance of our work. They are embedded in everything we do.

Being open and honest

- We treat every child victim of sexual abuse with the utmost and total respect;
- We always act with integrity and professionalism;
- We make sure our communications and actions are appropriate, true, transparent and accountable.

Being excellent

- Every day we strive to be the best in the world at what we do;
- We set the global standard of best practice;
- We build Tech for Good tools to help defend child victims of sexual abuse. We make the internet a safer place, by:
- Protecting child survivors of sexual abuse from being victimised again and again. By stopping offenders sharing pictures and videos of the abuse online, we're making it more difficult for these criminals to perpetuate the abuse;

- Preventing internet users from accidentally stumbling on child sexual abuse images and videos;
- We make it harder for criminals to find child sexual abuse imagery online, by disrupting the illegal sharing.

Being team players

- Working together is vital. We always acknowledge the importance of partnerships;
- We recognise, reward and celebrate our success and achievements. If we win, so do children.
- Creating a caring and safe internal environment

- We respect, value and encourage individual contributions to our work and mission as well as those of our wider teams;
- A supportive environment is vital for people who work to protect children. We promote best-practice welfare for our staff who are committed to stopping the spread of child sexual abuse imagery;
- We encourage constant learning and personal development. It helps people thrive. It's good for us all.

Building an inclusive culture

We are building an inclusive culture to make the IWF a place where our people feel valued, have a voice and can be their authentic selves.

We value difference and diversity, not only because we believe it is the right thing to do, but because it will help us to be more innovative and make better decisions.

We always aim to recruit people who are most suited to the job and encourage applications from people of all backgrounds – people of all ages, sexual orientations, gender identities, nationalities, religions and beliefs.

We fully support candidates with a disability or long-term condition who require adjustments during the recruitment process and throughout any subsequent appointment.

Anti-racism statement

IWF stands in unity with all who experience racism and discrimination. As a team, we are committed to better understanding

the systemic racism and inequality that is experienced in the everyday lives of Black and minority ethnic people.

We affirm explicitly our commitment to being an anti-racism organisation. We acknowledge that racism causes significant harm and can be both conscious and unintentional. As an anti-racism organisation, we challenge ourselves to understand and correct any inequities we may discover and gain a better understanding of ourselves during this purposeful process.

Addressing racism requires courage, respect and compassion and may not always be or seek to be comfortable.

We have a zero-tolerance approach to racism and condemn all racist and discriminatory

behaviour. We are committed to challenging and preventing structural racism within every aspect of our work.

We commit to:

- Affirm our identity, explicitly and publicly, as an anti-racism organisation;
- Employ individual and organisational exploration and examination of bias, advantage, and oppression to continually learn about and dismantle racism and all its impacts;
- Reflect our anti-racism in the culture of our organisation through our policies, procedures, and practices;
- Particularly encourage applications from Black, Asian and Minority Ethnic candidates.



Job description

Who we need

Do you enjoy conducting in-depth research and developing policy positions?

Do you thrive on delving deep into complex policy issues and driving meaningful change?

Are you passionate about shaping the future of online safety for children within the UK and internationally?

If so, the Internet Watch Foundation (IWF) has an exciting opportunity for you. Reporting to the Head of Policy & Public Affairs as the Policy Manager, you will be pivotal in shaping IWF's policy positions and achieving real-world change through legislation, regulatory frameworks, and industry practice. As part of our Policy and Public Affairs Team, you will play a key part in our mission, using your expertise to drive meaningful change and ensure our voice is heard where it matters the most. This is a unique opportunity to work at the intersection of technology, children's rights, and digital safety, with the chance to make a real impact on the lives

of children worldwide. The ability to grasp new areas quickly, undertake research and a passion for the technical side of policy work will be key.

Criteria

You will be responsible for:

- **Lead Policy Development:** Be at the forefront of IWF's policy and advocacy work creating and implementing evidence-based policy positions through robust processes, allowing us to leverage our expertise to make necessary changes to legislation and regulatory frameworks, both in the UK and internationally.
- **Research and Evidence Gathering:** Establish yourself as the go-to expert by gathering data, insights, and evidence from within IWF and beyond.
- **Information Extraction and Communication:** You excel at navigating a vast amount of research—from

academic studies to reports from tech giants and child protection organisations.

- **Stakeholder Engagement:** Build and maintain relationships with a range of stakeholders, from the tech industry and regulators to NGOs and academic researchers.
- **Strategic Influence:** You will identify where IWF can have meaningful input and impact in policy discussions, ensuring we are not just part of the conversation but leading it.
- **Support and Leadership:** Work closely with the Head of Policy and Public Affairs, and the wider team, to meet IWF's strategic objectives.

Key duties

- Develop and deliver policy strategies that are evidence-based, realistic, and include the voices of people with lived experience where possible.

- Design and implement a formalised processes by which to develop new policy positions.
- Stay informed about the latest developments in online regulation, technology, and innovation to guide policy decisions.
- Evaluate and prioritise engagement opportunities that align with the IWF's strategic goals.
- Determine what internal research or studies can be conducted by our data team to build robust, well-informed policy positions on key topics related to child online safety.
- Prepare persuasive, evidence-based documents, such as briefing notes and consultation responses, informed by IWF's data and expertise, to influence decision making at all levels.
- Analyse, evaluate and interpret data related to the scale of child sexual abuse online.

Job description continued

- Proactively identify strategic opportunities to advance IWF's policy recommendations.
- Build and maintain relationships with a range of stakeholders, from the tech industry and regulators to NGOs and academic researchers.
- Serve as a primary resource for both internal and external inquiries regarding our position and perspective on various matters relating to child safety online.

Other

- Work closely with the Head of Policy and Public Affairs, and the wider team, to meet IWF's strategic objectives.
- Deputise, as needed, for the Head of Policy and Public Affairs.
- Contribute to a positive internal communications environment.
- Provide support for Board reports, the annual report and other outlets as needed.

- Represent the IWF externally as requested with occasional travel required (funded by IWF).
- Adhere to the requirements of relevant legislation (i.e., Health and Safety, Data Protection).

Key skills and qualities:

- **Analytical Thinker:** With your strong research skills and attention to detail, you can digest large volumes of information and distil them into actionable insights and concise briefings.
- **Subject Matter Expertise:** It is desirable to have an understanding of online safety, child protection, and tech regulation. You can quickly develop a high-level of understanding relating to policy issues and provide expert guidance on these matters.

- **Effective Communicator:** Whether it is drafting policy papers, delivering presentations, or engaging in video calls, you can communicate complex ideas clearly and persuasively. You have experience of leading and delivering high-quality written outputs and can tailor your communication to suit different audiences.
- **Stakeholder Engagement:** You excel at building and maintaining relationships with key stakeholders, ensuring IWF's voice is influential and respected.
- **Strategic and Proactive:** You are not just reactive; you are always looking ahead for opportunities where IWF can make a real difference.
- **Collaborative and Curious:** You are a team player with a collaborative and flexible approach, who enjoys working across departments and are genuinely curious about the evolving world of tech policy, online safety, and child rights.

Role: Policy Manager – Full-time 2-year fixed term contract

Reports to: Head of Policy and Public Affairs (HPPA)

Salary: £50,977 to £65,005 per annum + benefits

Benefits:

- Generous annual leave entitlement
- Pension Scheme
- Life Assurance
- Private Health Care
- Cycle To Work Scheme

Hours: Full time (35 hours per week).

Location: Hybrid working with travel to IWF Offices in Cambridge with some UK and international travel

Important Note:

- This position is subject to an enhanced DBS check.



Person specification

Educational qualifications

Educated to degree level or equivalent, in a relevant subject e.g. Politics, International Relations, History, Law.	Essential
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Experience

Experience working in undertaking research and developing policies.	Essential
Experience building and maintaining relationships with key partner organisations and policymakers.	Desirable

Skills, abilities and knowledge

High level of written and verbal communications skills, including distilling complex information.	Essential
Familiar with Microsoft Word, Excel, PowerPoint.	Essential
An interest in and passion for online safety and child protection.	Essential
Ability to quickly assimilate large amounts of information and prepare short, concise briefings on issues.	Essential
To work as part of a team and across the organisation.	Essential
An understanding of current issues related to online safety, child protection, and tech regulation.	Desirable

Personal qualities

Highly motivated, enthusiastic and flexible.	Essential
Ability to grasp complex issues.	Essential
Able to meet IWF's values (integrity, working excellence and being team players) in all aspects of your work.	Essential
Able to work constructively with internal and external professional colleagues.	Essential
Eager to learn.	Essential
Tact and diplomacy.	Essential

How to apply & more info

How to apply

Please visit iwf.org.uk/careers to download the application pack and complete all documents including:

- Application form
- Equal Opportunities Monitoring form
- Self Disclosure form

To ensure fairness and equality in our application process, completion of an application form is required. CVs will not be accepted. Please email the completed forms to: recruitment@iwf.org.uk

Closing date: Monday 6 January 2025.

Interviews: Week commencing 13 January 2025.

More info

Website: iwf.org.uk

Annual Report: iwf.org.uk/annualreport23

Social Media:

- [X: @IWFHotline](https://twitter.com/IWFHotline)
- [Facebook: InternetWatchFoundation](https://www.facebook.com/InternetWatchFoundation)
- [LinkedIn: IWF](https://www.linkedin.com/company/iwf)
- [Instagram: internet.watch.foundation](https://www.instagram.com/internet.watch.foundation)
- [YouTube: IWFHotline](https://www.youtube.com/channel/UCIWFHotline)

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Listen to our Podcasts

Our podcast tells, for the very first time, the story of online child sexual abuse through the words of victims, the people fighting to eradicate it, law enforcement, internet companies and, even perpetrators:

iwf.org.uk/podcast

Our series of short podcasts feature exclusive discussions with IWF staff, leading experts and academics covering a wide variety of topics including our Hotline, tech, encryption, policy and how these impact the criminal circulation of child sexual imagery online:

iwf.org.uk/shortcast

A day in the life

We follow our Hotline Manager Tamsin on a regular workday. Read more:

iwf.org.uk/adayinthelife



