



DIGITAL SOVEREIGNTY POLICY ASSISTANT

Job Description

October 2026

Job Title:	Digital Sovereignty Policy Assistant
Salary / Grade:	Policy Assistant level – £25,507 pa. Appointments are at the bottom of the grade, with annual improvements dependent on performance and deepening skills.
Location:	Remote. Within 2 hours commute of London, Edinburgh, Cardiff or Manchester.
Working Hours:	4 days a week, flexible working arrangements
Line Manager:	Platform Power Programme Manager
Benefits:	29.5 days paid annual leave including bank holidays One week Christmas closure Day off for your birthday 9% pension contribution Generous training and development budget

The Digital Sovereignty Policy Assistant will be directly managed by the Platform Power Programme Manager. They will conduct research, coordination and engagement-support tasks to help advance Open Rights Group's Digital Sovereignty and other policy goals. It is expected that around 60% of the work will be on Digital Sovereignty, with other work across Pre-Crime, Migrant Digital Justice and the impacts of Big Tech. The postholder will work to agreed work plans, established policy positions and clear processes. Their work will be regularly reviewed, and they will seek guidance and refer new or unfamiliar tasks, and changes in scope and decisions, to their manager.

Key Responsibilities

Research

- Develop knowledge of the Digital Sovereignty policy field
- Develop familiarity with digital privacy issues, migration, policing and AI policy as required
- Monitor specified policy, research and legislative developments; and bring relevant developments to the attention of the team.
- Produce policy materials:
 - Prepare first drafts of background research, briefing notes and meeting packs using agreed formats, templates and existing ORG policy positions; submitting all drafts for review before use.
 - Ensure factual information and sources are recorded accurately.
 - Gather, organise and accurately record information and data from sources, especially policy documents and Freedom of Information requests; carry out straightforward analysis and flag gaps, questions or inconsistencies to their manager.
 - Collect and process colleagues' feedback to drafts, with the help of their manager.
 - Track tasks and progress accurately within ORG's systems.
- Support colleagues to prepare and disseminate approved policy messages through agreed channels and formats.

Engagement with key stakeholders

- Provide practical and research support for the team's engagement with allies across government, legislative bodies, international organisations and NGOs as required.
- Record contact in ORG's contact management systems.
- Prepare routine correspondence, meeting materials and follow-up communications as instructed, referring unfamiliar or sensitive matters to their manager.
- Research potential allies across the public, private and third sectors and compile

background information for the team.

- Support planned engagement with the UK Parliament, other national legislative bodies and regional assemblies by preparing briefings, coordinating logistics, taking notes and completing agreed follow-up actions.

Team working

- Contribute to organisational culture and reflect ORG's values.
- Contribute to a strong team environment by treating colleagues with respect and trust, listening and responding to different viewpoints, and seeking others' perspectives where appropriate.
- Demonstrate self-reflection and openness, team ambition and personal skills in their work.
- Communicate regularly with the line manager and colleagues about progress, priorities and urgent requests; complete agreed tasks reliably and be accountable for the quality and timeliness of their own work.
- Work within agreed policies, procedures, templates and precedents; make decisions within agreed boundaries where outcomes are clear, and seek guidance promptly when additional knowledge or direction is needed.
- Refer new tasks, unfamiliar circumstances, significant issues and decisions to their line manager; contribute relevant information so that the team can make informed decisions.
- Follow team norms and ORG policies and processes within their own work; contribute to clear information flow and the efficient delivery of shared tasks.

Person Specification

Essential

- A degree in a relevant subject (for example politics, law, social sciences, technology or international relations), or equivalent relevant experience.
- Experience of conducting research and producing clear, accurate written outputs, gained through employment, study, volunteering, internships or comparable activity.
- Strong writing, editing and proofreading skills, with the ability to present

complex information clearly and concisely for different audiences.

- Ability to find, assess, organise and accurately record information and sources, including policy, legislative, research or data materials.
- Good organisational skills, with the ability to prioritise, maintain accurate records, meet agreed deadlines and track work using shared systems.
- Ability to carry out straightforward analysis, identify gaps or inconsistencies, and seek guidance appropriately on unfamiliar, sensitive or higher-risk matters.
- Effective interpersonal and communication skills, including the ability to support colleagues and prepare professional meeting materials and correspondence.
- Ability to work collaboratively and respectfully with colleagues and external contacts from a wide range of backgrounds and perspectives.
- Commitment to Open Rights Group's values and to advancing digital rights, equality, inclusion and social justice.
- Demonstrable interest in technology and society.
- Interest in developing a policy specialism in digital sovereignty, alongside an understanding of the links between technology, privacy, migration, policing, AI and platform power.

Desirable

- Relevant postgraduate degree (for example politics, law, social sciences, technology or international relations), or equivalent relevant experience, such as experience of supporting policy, advocacy, campaigning, parliamentary, research or civil-society work.
- Knowledge of the UK political, legislative or regulatory landscape, including the role of Parliament, devolved legislatures and public bodies.
- Awareness of digital sovereignty issues, such as dependence on large technology providers, public-interest technology, infrastructure, procurement, interoperability, data governance or platform power.
- Experience of reviewing, summarising or organising responses to Freedom of Information requests, consultations or other public records.
- Experience using contact-management, project-management, research or

collaboration systems to maintain accurate records and coordinate activity.

- Experience of working with, or a demonstrated commitment to, communities disproportionately affected by surveillance, policing, immigration systems or digital exclusion.