



Job Title: Policy and Public Affairs Officer

Salary Range: £23,000 to £28,000 (all other areas)
£25,300 - £30,300 (London)

Reports to: Policy and Public Affairs Manager

Location: Bromley, Greater London with UK-wide travel

Who are we?

Shaw Trust is a charity helping to transform the lives of young people and adults across the UK and internationally.

Our specialist services help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. As a charity we add value to every service we deliver by investing back into the people and communities we support.

Shaw Trust is one of the largest 25 charities in the UK. Comprising Shaw Trust, Prospects, Ixion and Shaw Education Trust, we use our 75 years' combined experience to support people to develop their potential. By joining together we are working to reach one goal: to help transform the lives of one million young people and adults each year .

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need

The key purpose of the position is to support the charity's policy and public affairs work. We are looking for someone with a strong policy and research background, ideally with knowledge of policy areas affecting children and young people, or skills and apprenticeships. The Policy and Public Affairs Officer will produce evidence-based policy and research work which puts the voice of our service users at its heart. They will also play a key role in disseminating this research to parliamentarians in the UK and devolved governments, to change government policy for the betterment of our service users.

Person Specification

Job Title: Policy and Public Affairs Officer

(E = Essential D = Desirable)

Core Competencies

- Embraces change and drives continuous improvement (E)
- People centred in a commercial framework, takes accountability for results (E)
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)
- Collaborates and unites with others behind the organisations mission (E)
- Provides a best in class service to all clients internal and external (E)

Technical competency (qualifications and training)

- Educated to degree level in an arts, humanities, or social science discipline or equivalent experience (E)

Experience

- Experience in a policy or public affairs role. (E)
- Experience in a role that seeks to influence and persuade decision makers and opinion formers. (E)
- In depth knowledge and understanding of public policy in at least one of Shaw Trust's key business areas: employment services, skills and apprenticeships, mental health and wellbeing, justice or education. (E)
- In particular, knowledge of policy areas affecting children and young people, or skills and apprenticeships would be an advantage. (D)
- A genuine interest in social policy and championing the interests of the charity's beneficiaries. (E)
- Experience of researching and analysing complex public policy areas. (E)
- Experience of analysing complex data and produce concise findings. (E)
- Experience of using research to write detailed and clear reports such as consultation responses, briefing notes and in-depth policy papers. (E)
- Experience of working with MPs or devolved parliamentarians (E)
- Experience of giving internal and external presentations (D)

Skills and Attributes

- Experience of organisations going through significant positive change. (D)
- Excellent written communication skills, including demonstrable ability to write reports. (E)

- Gravitas and leadership presence, and excellent presentation skills. (E)
- Demonstrable ability to research and analyse complex public policy areas. (E)
- Demonstrable ability to analyse complex data and produce concise findings. (E)
- Demonstrable ability to produce detailed and clear reports based on research. (E)
- Ability to develop reasoned and evidence based arguments. (E)
- Ability to network with parliamentarians and stakeholders and establish good working relationships
- The ability to work with the wider policy and communications department to create an integrated function, sharing duties and representing other marketing and communications functions from time to time. (E)
- Highly organised, with good planning skills and the ability to deliver to agreed target dates. (E)

Personal qualities, communicating and relating to others

- Proven ability to multi-task, manage multiple deadlines and be flexible in working style (take a 'running brief' for example) to deal with unpredictable events. (E)
- Positive attitude to equality and diversity, including disabled people. (E)
- Flexible, adaptable and innovative. (E)
- Demonstrable commitment to the purpose and values of Shaw Trust (E)
- Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly. (E)
- Entrepreneurial and a team player, always looking to improve ways of working. (E)
- Able to act, speak and write at all times with neutral personal political views. (E)
- A responsible decision-maker. (E)
- Ability to work independently and to proactively follow own initiative. (E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a DBS check at Basic Level (E)

Other

- Willingness to undertake frequent travel around sites in the UK, including occasional overnight stays. (E)
- Have an understanding of, and be able to, demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Evidence of continuous professional and personal development. (D)

Main Duties and Responsibilities

1. Complete research work into new or developing government and opposition party policy identifying risks and opportunities
2. Complete research work to identify the needs of our beneficiaries within a changing social economic environment, including the development of staff and customer surveys, interviewing staff, customers and stakeholders and desk research.
3. Completing the analysis of internal and externally published performance data, labour market information, and demographic information as well as other qualitative and quantitative data.
4. Support the development of recommendations for organisational positioning based on research, evaluation and impact assessment
5. Working collaboratively with Policy and Public Affairs Manager to develop and implement organisational messaging. This includes managing the Shaw Trust messaging matrix.
6. Prepare briefings in preparation for meetings and visits from elected parliamentarians and government officials.
7. Support the organization and management of visits from parliamentarians, local councilors, government officials and other key stakeholders.
8. Identify, understand and maintain contact with key stakeholders and decision makers for the Trust to deliver our strategic plan.
9. Support research projects into current and new business areas working closely with other Business Development teams
10. Support the production of reports and papers, including thought leadership pieces, in conjunction with other departments across the organisation.
11. Lead on writing responses to national, devolved and local government consultations.
12. Develop and present briefing papers for internal staff and volunteers to increase awareness and understanding of developing policy areas
13. Represent the organisation at external events, including policy seminars and conferences.

14. Prepare presentations for the CEO and/or other senior leaders in the organisation.
15. Act as the day to day lead for the organisation's impact reporting framework

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.