

<b>Job Title</b>	Policy and Research Officer
<b>Grade</b>	2 [£24,528 to £31,398]
<b>Reports to</b>	Head of Policy and Research
<b>Location</b>	London Bridge office, or other location within the greater London area as required.
<b>Role Purpose</b>	To manage, influence and conduct research, analysis and communication of policy relating to families and childcare, to bring about positive changes to legislation, policy and practice.

### **Key responsibilities**

- To establish and maintain expertise on policy and research themes relating to families and childcare.
- To lead on, and contribute to, the delivery of policy and research projects.
- To effectively and positively influence UK policy affecting families and childcare by proactively engaging with relevant stakeholders, influencing legislation and contributing to formal consultations.

### **Key tasks:**

1. To establish and maintain expertise on policy and research themes relating to families and childcare under the guidance of the Head of Policy and Research.
2. To contribute to the development of Family and Childcare Trust's policy positions, leading on specific areas of policy.
3. To proactively monitor and interpret policy developments affecting families and childcare and ensure that the Family and Childcare Trust is an informed and evidence-based organisation.
4. To work with the Press and Parliamentary Officer to engage with parliamentary and legislative processes to bring about positive policy change – for instance drafting amendments and producing briefings for debates.
5. To conduct research and analysis of evidence and policy areas as required, for example when writing responses to Government consultations and compiling material for speeches or presentations, or investigating new areas of policy development.
6. To lead on delivering research and policy projects, monitoring and reporting on activity and working with cross-organisation project teams to deliver high quality outputs.
7. To work with other teams in the organisation to deliver joint projects and to support their work, including developing bids and delivering internal briefings.

8. To effectively communicate policy and research work and translate policy information into plain language including writing briefings and presentations.
9. To represent the organisation externally at events to enhance external engagement with research and policy work and identify and build key audiences for our work.
10. To maintain and extend external relationships with government officials and research and policy contacts in sector organisations and networks.
11. To undertake any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the post.

**Review**

This Job Description will be subject to periodic review in the light of the changing needs of the organisation. Any changes or amendments will be subject to consultation with the postholder.

**Person Specification:**

E – Essential, D – Desirable

<b>Knowledge and experience</b>	<b>E/D</b>
Educated to masters' degree level or with equivalent experience	E
Excellent knowledge of and interest in policy making, politics, UK government and public policy	E
Proven experience of managing policy projects or campaigns with evidence of achieving impact through policy and research work	E
Familiarity with a range of research methodologies, in particular social research methods and including an understanding of quantitative analysis if possible	E
Be experienced in analysing and communicating effectively about policy issues with a variety of stakeholders	E
Excellent organisational skills and experience of managing and organising policy partnerships	E
Knowledge and contacts in the voluntary sector and/or family sector would be beneficial but not essential	D
<b>Skills, abilities and personal aptitude</b>	
Solid project management and planning skills.	E
Ability to work under pressure, and to respond to both short term and longer term deadlines.	E
The ability to comprehend both detailed policy and over-arching trends	E
Be highly skilled in writing and presenting clearly and be able to produce high quality written work	E
Excellent organisational skills and experience of managing and organising policy partnerships would be beneficial	E
Excellent written communication with proven experience of producing accessible policy or research outputs	E
Compelling and persuasive verbal communication and presentation skills	E
Committed team player prepared to use initiative, motivate others and be proactive	E
Excellent interpersonal skills and diplomacy	E