

Job description

Job title

Charity Policy and Campaigns Officer

Hours

37.5 per week (remote, flexible)

Contract

Permanent

Role profile and grade

OS30 - Grade 3 Point 7 with biennial increments

Salary

Starting salary £32,846.00

Location

Remote, flexible.

Reports to

Charity Policy, Public Affairs and Campaigns Manager

Job purpose

To support the Together Trust's policy, campaigning and participation work to champion the rights, needs and ambitions of children, young people and adults who may be care experienced, disabled, have special educational needs or complex health needs in England.

Key responsibilities

Participation

- Work with the Charity Policy and Campaigns Manager to identify and embed opportunities for meaningful engagement with the people we support and campaign on behalf of.
- Build relationships with key organisations and stakeholders, including the people we support and their families, frontline staff, volunteers and commissioners.

- Assist staff and the people we support to present at conferences, workshops and other events with key stakeholders including MPs, Councillors and commissioners.
- Monitor and evaluate our policies and campaigns against models of co-production to ensure that our positions reflect those of the people who use our services.
- Assist the Charity Policy and Campaigns Manager in developing a Trust-wide participation and co-production strategy.

Campaigning

- Support the Charity Policy and Campaigns Manager to develop and deliver our policy and campaigns strategy.
- Identify problems and solutions that relate to the people we support and raise awareness of these issues on a regional and national level.
- Work collaboratively with the communications team to create engaging content for blogs, campaign emails, case studies, social media and PR. This includes working with our in-house Designer and Digital Content Officer.
- Develop a network of campaigners and useful contacts. Identify opportunities to strengthen the Trust's campaigning identity.

Policy and public affairs

- Research and communicate issues relevant to the Together Trust's policy priorities.
- Work with the Charity Policy and Campaigns Manager to develop policy positions and messaging.
- Assist with the organisation of virtual and in-person events that raise awareness of our campaigning work.
- Provide regular reporting to internal stakeholders such as leadership teams and Trustees.
- Help reinforce views of the Together Trust as a credible, evidence-led and effective influencing organisation.

- Keep up to date with changing policies and legislation in relation to vulnerable children and young people's rights, social care and disability rights.

Networking

- Build strong, professional relationships with colleagues at all levels within Together Trust and the sector.
- Make use of key internal and external experts to support the research and development of our policy priorities.
- Improve the Together Trust's visibility in UK Parliament by supporting the Communications and Campaigns Manager to attend sessions, submit evidence and nurture networks.

Other responsibilities

- Support the Policy and Campaigns Manager in their role, deputising for them where necessary.
- Champion diversity, equality and inclusion, in addition to meeting legal and charitable regulatory requirements.
- Uphold the Together Trust's values and behaviours.
- Maintain confidentiality at all times.
- Carry out any other duties as is reasonable.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	NVQ/QCF Level 3 or 4 or equivalent experience	Evidence of continuous professional development demonstrated through professional qualifications or accreditation.
Experience and knowledge	<p>Experience of researching and analysing complex information such as policy and legislation.</p> <p>Experience of writing and editing impactful communications.</p> <p>Experience of building and maintaining relationships with key internal and external stakeholders.</p> <p>IT skills with the ability to use Microsoft Office, Word, Outlook, Excel, PowerPoint, and a willingness to learn additional skills.</p>	<p>Good understanding of UK political environment, local and national government structures and decision-making.</p> <p>Experience of involving those with lived experience in campaign development.</p> <p>Experience of working with a charity and/or with young people.</p> <p>Interest in researching current affairs, policy or law.</p> <p>Awareness of issues faced by the people we support, including looked-after children and people with disabilities, autism and mental health differences.</p>
Skills	Excellent communication skills – verbal and written.	

	<p>Able to assimilate and make sense of complex data and research.</p> <p>Strong interpersonal skills with the ability to negotiate and influence successfully.</p> <p>Strong organisational and planning skills with an eye for detail and accuracy.</p>	
Qualities	<p>Collaborator – ability to work with multiple teams to deliver campaigns including fundraising, communications and frontline service staff.</p> <p>Innovator – help bring in new ideas to the Trust and never afraid to test and change approach if needed.</p> <p>Inclusive – committed to meeting the needs of the people we support so they are empowered to make decisions to support the direction of our strategy.</p> <p>Integrity – guided by strong ethical and moral principles, maintaining credibility and transparency in the way you work.</p>	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.