

Job description for the role of
POLICY OFFICER

- Location:** This role may be based in our London, Sheffield or Bristol offices or from home, but it will involve weekly 9travel to London.
- Hours:** 35 hours per week. We have flexible working practices and would consider 28 hours per week for this role.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £32,252 (£35,752 where the role holder is resident in Greater London).

Power to Change is an independent charitable trust that supports community businesses in England, endowed by the National Lottery Community Fund (previously the Big Lottery Fund). Our vision is 'powerful communities, better places'. We want to back people to build successful community businesses for the benefit of their local places.

This role sits in our expanded Policy and Communications Team. We have a growing policy and advocacy role as an organisation, as described in our new strategy. You will develop policy positions, and make the case for these positions alongside brilliant colleagues. If you have a talent for communicating complex ideas in a clear and compelling way, then we want to hear from you.

We work to make the case for community power – for communities to make decisions about what happens where they live, for communities to own assets such as buildings or land and to run community businesses that revive these assets and make a positive contribution to their local area. You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country. This role, given its Westminster and Whitehall focus, will require semi-regular travel to London.

Deadline for applications: 9th August 2022

Email a CV and covering letter to Sheena Pentin at Careers 4 Change on sheena.pentin@careers4change.com





Overview

About the role

The Policy Officer provides high level support in ensuring we have well-informed and developed policy positions and strong relationships with central and local government. They monitor the policy landscape and relevant parliamentary proceedings relating to our policy priorities and produce written outputs such as consultation responses and submissions.

Key responsibilities

- Monitor the policy landscape and relevant parliamentary proceedings relating to our policy priorities.
- Produce written outputs such as consultation responses and submissions on behalf of Power to Change.
- Project management of discrete projects such as policy-related pilot programmes and think tank research projects.
- Assist with policy development work through engagement with policymakers, academics and think tanks.

Skills and experience required

- Ability to write to a high standard and to communicate with a wide variety of stakeholders.
- Ability to demonstrate previous experience of policymaking and a knowledge of the UK policy landscape.
- Ability to demonstrate political awareness and an ability to tailor messages for different political audiences.
- Analytical in approach, able to quickly gain an understanding of complex work with confidence to ask for help.
- Excellent time management and ability to work on multiple projects effectively.

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview please email james.sabala@powertochange.org.uk, you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Diversity, Equity and Inclusion Manager, Edward on edward.walden@powertochange.org.uk

Who we are and what we do

We unlock the power within communities to create better places through business.

Power to Change backs people to grow community businesses that directly benefit their local area. In just six years, we've helped double the number of community businesses in England to over 11,000 through innovative funding, support programmes and research.

No one understands a community better than the people that live there. Run by local people, trading for the benefit of local people, community businesses provide the services that neighbourhoods need to make them thrive.

Our vision and mission

Our overall vision is '**powerful communities, better places,**' which we will deliver by pursuing our mission to 'strengthen the community business sector'.

Our Objectives

To harness opportunities Growing and diversifying the community business movement is critical to its survival. We want to create the conditions and work with community businesses themselves to ensure a more diverse base of people can be involved in community business in different ways, from being board members and employees to volunteers, shareholders and customers. In particular, we want to ensure that we lower barriers for disadvantaged communities to develop community business ideas so that together we can build a more equitable move.

To increase engagement The world is changing, and community business can be at the heart of local solutions. We need to continue to build the case for the positive economic, social and environmental impacts of community business, and act as a catalyst to unlock the resources of government, the wider public sector, other funders and the private sector to grow the community business movement and deepen its impact. We will build the exemplars and evidence that can give others confidence to invest in community business.

To build capacity Community business leaders need the skills, knowledge and capabilities to thrive for the long term and build up their power. We will build their capacity to do so now and in the future. We also want to identify new market opportunities and routes to market such as digital that can support income generation and diversification for community businesses, building resilience over time.

Our values

Bold: We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

Informed: We learn from research and from our delivery. We are responsive and adapt to what we have learned.

Open: We are transparent about our decision-making. We share knowledge and learning including what has not worked.

Collaborative: We work across sectors and respect others' knowledge and experience. We encourage others who share our vision to bring about change.

Authentic: We integrate the priorities that we have for the community business sector into our own practice. We embody our values in all facets of our work.



JOB DESCRIPTION	
Role Title	Policy Officer
Reports to	Policy & Public Affairs Manager
Role Purpose	The Policy Officer is responsible for providing Provides high level support in ensuring we have well-informed and developed policy positions and strong relationships with central and local government. They monitor the policy landscape and relevant parliamentary proceedings relating to our policy priorities and produce written outputs such as consultation responses and submissions.
Role responsibilities	<ul style="list-style-type: none">• Provide high level support to the Policy and Public Affairs Manager across our policy priorities.• Monitor the policy landscape and relevant parliamentary proceedings relating to our policy priorities.• Produce written outputs such as consultation responses and submissions on behalf of Power to Change.• Project management of discrete projects such as policy-related pilots and think tank research projects.• Assist with policy development work through engagement with policymakers, academics and think tanks.• Assist with delivering policy-focused events throughout the year and at Party Conferences (drawing on support from our Communications Team).• Ensure that all stakeholder interactions are maintained on Salesforce, working with the Data team.• Provide support on specific day to day tasks on the management of our policy activity including monitoring the policy landscape and relevant parliamentary proceedings relating to our policy priorities.• Produce written content that is concise and draws on our evidence base. This may include writing consultation responses or press articles and preparing PowerPoint presentations (e.g. for the Leadership Team or CEO).• Keep abreast of important media stories and of the work of key opinion formers with whom we work, or who we would like to influence.• Assist with delivering events and key meetings for key partners and stakeholders, including networking events.
Organisation responsibilities	<ul style="list-style-type: none">• Embed and continue to review diversity, equity, and inclusion into our work.• Work with delivery partners and colleagues to ensure that our activities achieve their key objectives. This will include ongoing delivery and reporting.• Be an active and engaged colleague, taking part in support, and learning activities.• Provide ad hoc administration and support to the Policy team. <p>Provide <i>ad hoc</i> assistance to other team members as required.</p>
<p>This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.</p>	



PERSON SPECIFICATION

Skills and Experience

- Be able to demonstrate previous experience of policymaking and a knowledge of the UK policy landscape.
- Be able to demonstrate political awareness and an ability to tailor messages for different political audiences.
- Ability to write to a high standard and to communicate with a wide variety of stakeholders.
- Excellent time management and ability to work on multiple projects effectively.
- Proficient at building and maintaining good working relationships internally and externally.
- Proven ability to influence a wide range of stakeholders.
- Good levels of accuracy and attention to detail.
- Willing to work flexibly and fluidly.
- Good understanding of and experience of working in the social enterprise, community business or think tank sectors.
- Proven ability and motivation to mentor and develop high performing teams.
- Demonstrable ability to produce published outputs to the highest written standards.



LIVING OUR VALUES	
BOLD	<ul style="list-style-type: none">• You will be flexible in your thinking and open to being challenged about change.• You will take calculated risks and have the courage to stand by decisions despite resistance.• You will actively seek connections between information and results to bring a wider view to the organisation.
COLLABORATIVE	<ul style="list-style-type: none">• You will actively look to collaborate with others on all areas of your work, and you will encourage others in the organisation to collaborate.• You will help people understand the value of their contribution to our vision and mission.• You will actively seek out feedback about how you build relationships and adapt your behaviour and language as necessary.
INFORMED	<ul style="list-style-type: none">• You will take part in relevant professional networks to pro-actively develop your skills and experience.• You will use your knowledge and insights to develop a comprehensive understanding of issues.
OPEN	<ul style="list-style-type: none">• You will confidently raise sensitive matters with others with specific examples of what's happened in a timely manner and the impact it has had.• You will motivate, inspire and encourage others despite your own concerns or disappointments.• You will proactively seek contributions from others to ensure our work reflects the needs of diverse communities.
AUTHENTIC	<ul style="list-style-type: none">• You will integrate the priorities that we have for community businesses into our own practice.• You will aim to advance dignity, justice and belonging at Power to Change, become climate positive, actively embrace digital transformation, and continuously build our capacities in many areas.
Benefits	<ul style="list-style-type: none">✓ Pension with 5% company contribution and 4% employee contribution.✓ 25 days holiday plus 8 statutory holidays (pro-rata for part time roles).✓ Office closed between Christmas and New Year, and birthday leave.✓ Flexible hours and ways of working.✓ 50% off health and wellbeing activities up to £1,000 a year.✓ Generous maternity, adoption, paternity and shared parental leave and pay.✓ Health Shield which covers out of pocket NHS costs and an Employee Assistance Helpline.✓ 6 personal development days pro-rata for fixed term roles.