

## JOB DESCRIPTION

<b>Job Title:</b>	Director of Advocacy
<b>Department:</b>	Public Policy
<b>Reports to:</b>	CEO
<b>Line manages:</b>	Head of Policy
<b>Based at:</b>	CARE Offices, (Romney Street, London)
<b>Hours:</b>	Full-time (35 Hours per week) (Part-time considered).
<b>Contract Type:</b>	Permanent

### Role Purpose:

To enable CARE to be light and salt in the public square, faithfully representing the Bible and Jesus in public life and legislation. This is to be done through developing Biblical positions on CARE's key causes and campaigns, and deepening CARE's influence in legislative bodies around the UK, especially Westminster.

### Specific Responsibilities:

- a) Sit as part of the Senior Leadership Team that is responsible for the good running of the charity and implementing its strategy. This will include budget responsibilities and ensuring that the policy team meets its objectives and contributes to wider organisational aims and targets.
- b) Lead CARE's Christ-centered Public Affairs, Parliamentary Engagement, and Advocacy work.
- c) Developing Biblical and evidenced-based public policy positions that will be at the centre of CARE's key causes and campaigns. These will be rooted in CARE's understanding of God's Word and Christianity (as defined by our Statement of Faith) and present a hopeful 'better story' to policy makers and other audiences
- d) Convene, facilitate, and support new collaborations and partnerships, especially in the sphere of public policy and public affairs that will support CARE's strategy, plans, goals and influencing objectives.
- e) Sponsor or manage key advocacy campaigns including aspects of CARE's work around elections.
- f) Promote a 'one common team and mission' approach to work, ensuring that the Public Policy Team empowers and facilitates the work of colleagues in Communications, Church Engagement and the wider team to inspire our supporters, partners and transformation.

- g) Be a role model of servant-hearted, empowering leadership that seeks the flourishing of others, and that will enable the Public Policy Team to thrive collectively and individually.
- h) Give spiritual leadership and role model Christian maturity in discipling, nurturing, supporting and inspiring colleagues and partners on an individual basis, in teams, and with other colleagues, through external preaching, public speaking, teaching and production of resources for churches and Christians in the public square.

### **Line Management responsibilities:**

To effectively manage and lead the Public Policy department by:

- a) leading by example and demonstrating CARE's vision and values
- b) ensuring regular communication with the team and individuals in relation to the department's key objectives and delivery against those objectives
- c) ensuring that all direct reports have up-to-date and regularly reviewed job descriptions and person specifications
- d) ensuring each team member has clarity around their performance objectives and deliverables and that these are monitored and updated regularly in line with the department's strategic aims
- e) managing employee relation issues such as poor performance, sickness absence etc. in a supportive, consistent and timely manner in line with CARE's policies and procedures

### **Budget Management responsibilities:**

To effectively manage departmental budget by:

- a) building and developing a departmental budget
- b) ensuring delivery of strategic aims and objectives within the constraints of budgets set and availability of funding
- c) highlighting and managing any budget exceptions in a timely manner with a view to ensuring a balanced budget
- d) appropriately monitoring and managing spend on external consultancies supporting CARE in relation to the department's deliverables

### **General:**

- a) To undertake such other duties as the line manager shall from time to time determine
- b) To be flexible in working from other offices in the UK as required for the effective delivery of the role
- c) To demonstrate the values and cultural aspirations of CARE in all work that is undertaken
- d) To ensure due consideration is always given to our charitable aims and objectives and that this is demonstrated in all activities undertaken

- e) To be inspired by the work of CARE, supportive of and in full agreement with CARE's statement of faith

## Person specification

### Character

We expect each member of the CARE team to embody Jesus' Golden Rule described in Matthew 22:37-38: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself."

As part of our personal discipleship, members of the CARE team will be accountable for how the Fruit of the Holy Spirit in Galatians 5:22-23 impacts relationships, conduct, speech, behaviour, motivation, and goal setting.

This will mean you will:

- place prayer and the spiritual wellbeing of yourself, colleagues, and others as a priority.
- be willing to take responsibility for your own actions, those of your team, and not abdicate responsibility for appropriate decision making.
- step in to help others where you see a need being unmet.
- see your role and work in the context of mission and God's calling on your life.
- act with civility and integrity in all matters internal and external and avoid party political or denominational bias in carrying out work in and for CARE.
- be flexible and agile in working patterns and be willing to go the extra mile when necessary.
- show grace and forgiveness when wronged and say sorry and ask for forgiveness when a mistake has been made.
- be an active listener and take advice to make wise decisions.
- Be committed to excellence in the quality of work you produce, the areas you are responsible for and in enabling others to do the same.
- be inclusive in respecting the value of each person whether they share the same beliefs, views, or positions or not

### Essential Criteria

- Degree or equivalent qualification or experience
- An interest in working in for a Christian Charity and sympathy with CARE's mission and values
- Able to avoid party political and denominational bias in exercising the required duties
- Willing to take part in spiritual activity such as contribution to Bible study and staff prayers
- Extensive experience of working in and around Parliament(s) and with policy

makers and elected members of the UK Parliament

- Experience in developing clear, evidence based, public policy positions
- Experience in providing detailed policy advice to senior leaders including politicians and policy influencers.
- Knowledge of UK Parliamentary procedure, with an awareness of work in the devolved administrations
- A track record of working with and influencing others to realise a change in legislation, government policy and/or wider public opinion
- Understanding of the external political environment and how it might impact the effectiveness of CARE's goals and campaigns
- Applying the Bible's teaching to contemporary public policy issues
- The ability to produce clear, concise and accurate written material including reports, briefings, correspondence and other documentation.
- Good people skills and the ability to deal with others with integrity and diplomacy.

#### Desirable Criteria

- Experience of producing public affairs strategies and annual plans, and contributing to achieving targets at an organisational, team and project level
- Experience of commissioning, managing, or undertaking research for the purpose of influencing public policy
- Leading advocacy campaigns
- Recognised expertise in one or more policy area or issue that CARE has or plans to advocate on
- Set and stick to budgets linked to the delivery of business plans and targets
- Good knowledge of contemporary mainstream Christian thinking and theological underpinning of CARE's position on key causes and campaigns.
- Good administration and IT skills