

## **JOB DESCRIPTION**

<b>Job Title:</b>	Policy Adviser
<b>Department:</b>	Policy
<b>Reports to:</b>	Head of Policy
<b>Line manages:</b>	N/A
<b>Based at:</b>	Romney Street
<b>Hours:</b>	Full time
<b>Contract Type:</b>	Permanent

### **Role Purpose:**

To further enhance CARE's work and reputation in the public square through proactive engagement with the policy and parliamentary process, thereby equipping and informing supporters, the church and wider public. To advise on, develop and identify policy solutions in pursuit of CARE's objectives and overall strategy.

The post holder will be responsible, under the Head of Policy, for helping to further CARE's policy and public affairs objectives.

### **Specific Responsibilities:**

- a) To undertake horizon scanning and intelligence gathering to inform future strategy.
- b) To devise and undertake research to establish a strong evidence base that informs and influences CARE's policy objectives.
- c) To contribute and play a key role in the development of policy and influencing strategy pursuant to CARE's policy objectives, including developing and contributing to the delivery of policy solutions to identified needs.
- d) To monitor parliamentary developments based on CARE's ongoing work and policy priorities
- e) To prepare and disseminate high-quality written material in pursuit of CARE's policy priorities, including responding to relevant consultations and inquiries, producing briefings and legislative analysis, etc
- f) To generate, develop, manage and maintain partnerships and relationships that enable CARE to effectively influence policy and legislation.
- g) To provide advice and support to the Head of Policy as required, including on matters related to policy development and analysis
- h) To arrange, conduct and attend or lead meetings with key partners, including parliamentarians, academics, researchers, theologians and church leaders, supporters and partner organisations

### **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 inclusive in respecting the value of each person whether they share the same beliefs, views, or positions or not

## Essential Criteria

- Good Honours Degree in a relevant subject area
- At least two years academic and/or policy expertise and experience in fields related to one or more of CARE's areas of work
- A track record of participation in a programme of work on a discrete policy area (ideally in alignment with CARE's beliefs) and analysing and assessing evidence and data (and possibly theology) to develop policy recommendations
- Knowledge and hands-on experience of how the UK Government and parliament works, including familiarity with institutions, systems, procedures and protocols etc
- Demonstrable evidence of producing timely accurate and engaging communications for public affairs, policy, research or supporter audiences.
- Knowledge, understanding and experience of analysing legislation and engaging with the legislative process
- Experience of analysing and producing responses to consultations, reviews, inquiries and other calls for evidence
- Excellent written skills, with the ability to write briefing documents, speeches, articles for publication, reports, correspondence, etc
- Strong organisational and time management skills, ability to manage own workload, prioritise tasks and competing demands and deliver high-quality work in a fast-paced environment to set deadlines
- The capacity to work well and consistently under pressure
- Excellent inter-personal skills with the ability to build effective working relationships and to deal with others with integrity and diplomacy
- The ability to work collaboratively in a team environment and also capable and understanding of when to take the initiative, be proactive and work independently
- Strong IT skills, including experience with Microsoft Office Applications (Word, Excel, PowerPoint) and

- usage of shared online folders, calendars and contacts etc
- Willingness to work occasional overtime when deadlines demand
- 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

#### Desirable Criteria

- Experience of engagement with the media
- Experience of working in a political environment, for example, campaigning for a charity, working for an MP, or working for local or national government
- Knowledge, understanding of and interest in contemporary, mainstream Christian thinking and theology