

JOB DESCRIPTION

Job Title:	Policy Support Officer
Department:	Policy
Reports to:	Head of Policy
Line manages:	N/A
Based at:	Romney Street (minimum three days per week, with hybrid option available)
Hours:	Full time
Contract Type:	Permanent

Role Purpose:

Reporting to the Head of Policy, to support and facilitate the work of the Policy Team, ensuring that the Policy Team is able to deliver on its stated aims and objectives as they relate to CARE's policy and public affairs priorities.

As part of the Policy Team, this role plays a part in further enhancing CARE's work and reputation in the public square through proactive engagement with the policy and parliamentary process.

Specific Responsibilities:

- a) To effectively monitor developments in parliament, the third sector and wider society as they pertain to CARE's interests and policy objectives, including at a local, regional, national and international levels.
- b) To play a critical role in supporting and facilitating the smooth running of the Advocacy and Policy Team, including providing administrative, operational and logistical support.
- c) To develop and maintain a good working knowledge and understanding of CARE's key policy interests.
- d) To proactively ensure effective internal communication of the priorities and ongoing work of the Advocacy and Policy Team, in order to facilitate effective cross-organisational working
- e) To contribute to the continual improvement of processes within the team, seeking to simplify, rationalise, streamline and drive efficiency and collaboration
- f) Both independently and in collaboration with colleagues to produce and support the production of high quality written communication, including briefings, accurate and appropriate emails, presentations and speeches
- g) To work collaboratively with other teams and colleagues in CARE, which may include being asked to work on new policy areas and in other areas of CARE's work and operations.
- h) Where appropriate, to represent CARE, our interests and positions at external meetings and events including conferences and receptions, to help develop new partnerships with external stakeholders where required and deliver presentations and/or talks to a Christian audience promoting CARE's policy work.

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

- Excellent written skills, with the ability to write for a range of audiences (e.g. correspondence, governance papers, reports, briefing documents, speeches, articles for publication); experience in the production of documents and the collation and maintenance of information
- The capacity to work well and consistently under pressure, including 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
- 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
- The ability to follow clear directions and confidence to question for clarification
- Strong IT skills, including experience with Microsoft Office Applications (Word, Excel, Outlook, 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
- An interest in politics, policy formation and parliamentary work
- Able to avoid party political and denominational bias in exercising required duties
- Willing to take part in spiritual activity such as contribution to Bible study and staff prayers

Desirable Criteria

- Experience in the usage, maintenance and administration of CRM platform(s)
- Experience of diary management, organising meetings and other events or activities
- Experience of producing work to a high standard, with a high level of attention to detail
- Good Honours Degree in a relevant subject area
- Academic and/or policy expertise and experience in fields related to one or more of CARE's areas of work
- Knowledge of how the UK Government and parliament works, including knowledge of institutions, systems, procedures and protocols etc
- Experience of working in a political environment, for example, campaigning for a charity, working for an MP, or working for local or national government
- Demonstrable evidence of producing timely, accurate and engaging communications for public affairs, policy, research or supporter audiences.
- Experience of engagement with the media
- A track record of participation in a programme of work on a discrete policy area, ideally in alignment with CARE's beliefs, and translating research (and possibly theology) into concrete policy positions.
- Knowledge, understanding of and interest in contemporary, mainstream Christian thinking and theology