



## Senior Policy Officer - Job Profile

<b>1. Basic Details</b>	
<b>Job Title:</b> Senior Policy Officer	<b>Date:</b> April 2021
<b>Department:</b> Public Affairs	<b>Location:</b> Romney Street, Westminster
<b>Name of Employer:</b> CARE	
<b>2. Reporting Structure</b>	
The Director of Public Affairs and The Deputy Director of Public Affairs	
<b>3. Job</b>	
<p><b>Purpose of Job:</b></p> <p>To undertake a variety of Public Affairs work on CARE’s issues, including family policy and online safety.</p>	
<p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"> <li>▪ Identifying opportunities for CARE to engage reactively and proactively across all CARE’S policy areas by: developing research, tabling parliamentary questions and Early Day Motions, applying for balloted debates, Questions for Short Debate, tabling freedom of information requests, securing adjournment debates, Westminster Hall debates, amending government bills, tabling private members bills, ten minute rule bills etc.</li> <li>▪ Networking and building relationships with parliamentarians and their staff, civil servants, NGOs, project workers and other helpful contacts.</li> <li>▪ Identifying and responding to relevant consultations and inquiries, including submissions to consultations issued by Government, parliament, and other bodies – in collaboration with colleagues as necessary.</li> <li>▪ Working closely with CARE’s representatives to the Scottish Parliament and Northern Ireland Assembly to advance CARE’s goals.</li> <li>▪ Educating supporters and the wider public by producing resources (including supporter briefings), speaking in and leading seminars (e.g. at conferences, parliamentary briefings, churches, etc), as well as responding to supporter queries and writing articles in partnership with the Communications Team.</li> <li>▪ Playing an active part in the Public Affairs Team.</li> <li>▪ Supporting the Director of Public Affairs as needed.</li> <li>▪ Any other reasonable tasks</li> </ul>	

## Senior Policy Officer - Person Specification

Requirements for the job	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Good Honours degree</li> <li>▪ Relevant experience within major political institutions, including lobbying</li> <li>▪ Experience of working in an office environment</li> <li>▪ Experience of working with a wide variety of people</li> <li>▪ Experience of face to face / telephone contact with the public</li> <li>▪ Good knowledge of contemporary mainstream Christian thinking</li> <li>▪ Knowledge of CARE's ministry</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to understand and analyse legislation and consultation papers</li> <li>▪ A familiarity with web-based communication</li> <li>▪ Good communication skills, both written and verbal</li> <li>▪ The ability to plan, organise, prioritise and co-ordinate workload.</li> <li>▪ The ability to produce clear, concise and accurate correspondence and documentation.</li> <li>▪ Good people skills and the ability to deal with others with integrity and diplomacy.</li> <li>▪ A thorough approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines.</li> <li>▪ The ability to work well in a team.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>▪ The flexibility and willingness to work occasional overtime, when deadlines demand.</li> <li>▪ Capable of working under some pressure, when necessary.</li> <li>▪ A commitment both to team working and unsupervised working.</li> <li>▪ An interest in working in public affairs for a Christian Charity</li> <li>▪ Able to avoid party political and denominational bias in exercising the required duties</li> <li>▪ Inspired by the work of CARE, supportive of and in full agreement with CARE's statement of faith</li> <li>▪ Willingness to take part in spiritual activity such as contribution to Bible study and staff prayers</li> <li>▪ Willingness to help, when necessary, with practical tasks outside the normal duties</li> </ul>

CARE reserves the right to amend this job description at its discretion. Changes will be discussed in person and notification made in writing within 28 days of amendment. CARE is a company limited by guarantee registered in England and Wales at 53 Romney Street, London, SW1P 3RF. Company No: 3481417, Charity No: 1066963, Scottish Charity No: SC038911.