

ROMNEY
STREET SW1
CITY OF WESTMINSTER

Join our team:

Senior Policy Advisor



CARE
FOR WHAT
YOU BELIEVE

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Welcome from our CEO

CARE grew out of the Nationwide Festival of Light (NFoL), which was a massive gathering of Christians, taking a stand about moral decay in society. That rally was held on 25 September 1971 and just over a decade later, in 1983, the name was changed to Christian, Action, Research and Education, better known as CARE.

In the Bible we read: “Speak up for those without a voice” and again and again we discover God’s heart for the most vulnerable in society. This shapes all we do at CARE. We recognise with joy that every human being, from conception, to life’s natural end is made in God’s image (Gen 1:27-27). So we are people-centered in our work. All our advocacy is with this in mind: we want to see politics renewed so lives are transformed.

Thank you for considering applying to join the CARE team. I hope the information you find here will help show you who we are, how we work and why, if successful, you will be joining a talented and highly motivated team.

Yours in His grace,



Ross Hendry
CEO of CARE



About CARE

Our vision is to see politics renewed and lives transformed

At CARE, we believe government is God's idea and when it works best, it protects life and supports the most vulnerable by upholding what is good and punishing what is bad.

Our Mission is to bring God's better story to a broken world.

Compelled by love to God and love for neighbour, we work to bring God's better story for humanity into key debates on different topics and pieces of legislation.



About CARE

What we do



We engage churches: We also serve churches across the country, by providing a team of speakers and also creating biblically based resources on different causes and topics. Our work with churches helps us to mobilise Christians to take political action at key points and during big debates that will impact our nation.



We equip politicians: For more than forty years, we have been working in the corridors of power, supporting MPs, Peers and elected politicians across the four nations of the UK. Our team have real expertise and experience, both in terms of parliamentary procedure and also drafting legislation and supporting politicians in their duties.



We empower future leaders: Yet our work is not just about the here and now. We also want to build for the future. Our Leadership Programme has been going for more than 30 years and at its heart is a passion to raise up new leaders of integrity for the public square.

How we do it

We are for people: our starting point is that every human being is made in God's image and is crowned with 'glory and honour'. We care more about people than playing politics. We support good government and good legislation, regardless of where it comes from.

We are for hope filled solutions: we do not want to just be known by what we are against, but by what we are for. Because we have a better story to tell, we want to put forward alternative solutions, rather than just criticism when we think policies as not as good as they can be.

We are for truth and grace: how we speak is just as important as what we say. Jesus was himself "full of grace and truth." Our tone matters. We want to model speaking with humility, with civility, and with generosity of spirit, in a world which has become increasingly polarised. And we want to win others over, not by shouting at them, but by gently and graciously persuading them.



Who we're looking for

For 40 years and more, CARE's Policy Team has worked with parliamentarians to inspire legislation that is good and godly, valuing human life and dignity as infinitely precious. Most recently, though our work on the Online Safety Act, we have helped to protect children and young people from online harm and through the current Crime & Policing Bill, to protect women and girls from the destructive impact of porn.

The Team You Will Join

You will join a team dedicated to the issues we champion and to each other as we pursue excellence in our work.

We're a great mix of hard-won experience and youthful energy. We come from Scotland, Northern Ireland and England, from elected roles, special advisor cadre, church ministry, civil service and the Third Sector.

We have expertise in addressing the harms associated with gambling and commercial sexual exploitation, in advocating for life affirming policies and in defending the innocent and vulnerable. To that, we have a long history of championing policy which strengthens the family.

This is an exciting time to join CARE as we strategize around new policy interests and opportunities, and a new colleague will be key to that. You will be a highly valued team member, get to share and develop your skills and build new relationships.

What You Will Bring

To join our band of 6, we seek a new colleague with experience, so this will probably be your second or third role in this field.

We have long established causes and concerns, but we are also looking at the policy horizon, so you'll be innovative and creative too.

Above all, you will be passionate about the relevance of God's word for the politics and culture of today.



Job Vacancy: Senior Policy Advisor

Department: Policy and Advocacy

Salary Range: £38,000 - £43,000pa dependent on experience

Based at: London, 53 Romney Street, SW1P 3RF (option of a hybrid working)

Hours: Full Time, 35 hours per week NB. Part-time applications (minimum of three days per week) for this role will be considered.

Contract Type: Permanent

Role Purpose:

The role majors on enhancing CARE's policy work and reputation in the public square. This will be achieved through proactive engagement with the UK's Parliaments, equipping and informing CARE's supporters, the church and wider public. Our Senior Policy Advisor will be part of developing, advocating and leading on the formation and pursuit of policy in line with CARE's objectives and strategy.

The post holder will be responsible, under the Senior Policy Manager, for helping to further CARE's policy and public affairs objectives in a variety of ways.

Specific Responsibilities:

- To undertake horizon scanning and intelligence gathering to proactively identify opportunities for engagement within parliament and wider society in pursuit of CARE's interests and policy objectives
- To work with the Senior Policy Manager and Director of Policy and Advocacy to identify and develop policy solutions across CARE's policy objectives, and to facilitate their implementation as part of CARE's influencing strategy
- To manage specific projects pursuant to CARE's policy priorities as required
- To monitor parliamentary developments based on CARE's ongoing work and policy priorities
- To in conjunction with policy staff across the UK, monitor developments in devolved parliaments, assemblies and local authorities based on CARE's ongoing work, identifying potential gaps in legislation and regulation across the UK
- To undertake research as necessary to support and inform the development of policy and campaigns, under the guidance of the Senior Policy Manager and Director of Policy and Advocacy
- 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
- To generate, develop, manage and maintain partnerships and relationships at a senior level that enable CARE to effectively influence policy and legislation
- To organise high-quality events and policy/parliamentary seminars - including online events - in pursuit of CARE's policy objectives and/or in support of parliamentarians engaged in similar work
- To contribute towards the effective running of the Advocacy and Policy Team by providing support to the Senior Policy Manager and Director of Policy and Advocacy in the development of the Team and its members
- To provide advice and support to the Senior Policy Manager as required, including on matters related to policy development and analysis, parliamentary procedure, overall strategy, etc

General:

To undertake such other duties as the line manager shall from time to time determine

To be flexible in working from other offices in the UK as required for the effective delivery of the role

To demonstrate the values and cultural aspirations of CARE in all work that is undertaken

To ensure due consideration is always given to our charitable aims and objectives and that this is demonstrated in all activities undertaken

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

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 with at least 3 years' experience of working in a public affairs role post-graduation or equivalent experience.
- Academic and/or policy expertise and experience in fields related to one or more of CARE's areas of work
- A track record of leadership 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
- Expert knowledge and experience of engaging with the UK Government (or one of the devolved parliaments and assemblies) and parliamentary system, including knowledge of institutions, systems, procedures and protocols etc, and how to utilise the parliamentary process for maximum impact
- 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
- Demonstrable evidence of producing timely accurate and engaging communications for public affairs, policy, research or supporter audiences.
- 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 with both colleagues and senior external stakeholders 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 using a political monitoring system such as Dodds or PoliMonitor
- 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
- Demonstrable success in training and developing employees and teams

How to apply

To apply, please complete the application form and the equal opportunities form and email to recruit@care.org.uk

Closing date: 12.00p.m. Tuesday 7th April

Shortlisted candidates will be advised by Friday 10th April

First Interviews: Monday 20th April

Final Interview: Friday 25th April

We will be welcoming candidates to interview at our Westminster office in Romney Street.

Would you value an informal conversation about this role? We would be delighted to hear from you. Please contact caroline.ansell@care.org.uk

There is a genuine occupational requirement for this role to be filled by a Christian - see CARE's statement of faith.



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CARE (Christian Action Research and Education)
Chief Executive Ross Hendry | Co-Founder Rev Lyndon Bowring

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care.org.uk



[careorguk](https://www.youtube.com/careorguk)

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