



JOB DESCRIPTION

Job Title:	Policy Officer
Department:	Policy and Influencing
Reporting to:	Policy Manager
Line Manages:	N/A
Location:	London W14 8RR
Contract:	Full time maternity cover
Salary range:	Band D £27,950 to £29,500

About Independent Age

At Independent Age we want to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose. We provide clear, free impartial advice on issues that matter to older people and their families, run wellbeing and friendship services, and campaign for a fair deal for older people and to tackle ageism within our society.

Job Purpose

The Policy Officer will be central to supporting the charity's policy and research activities, helping to ensure our policy and influencing work delivers the maximum possible impact for older people.

The post-holder will work within a team that brings together policy, campaigns and public affairs professionals.

Key responsibilities

Working with colleagues across policy, campaigns and public affairs, and the wider organisation, the successful candidate will:

- Work with the team to develop policy activity, research and analysis to influence change on key areas of work for Independent Age.
- Provide regular updates, summaries and analysis of policy developments and how they affect older people.
- Write detailed, engaging and accessible policy content for reports, briefings, consultation responses, blogs and social media.

- Help to develop the charity's policy positions and keep them up to date.
- Conduct qualitative and quantitative research tasks to help build up our evidence base on older people's experiences, including sourcing and analysing relevant data and speaking to older people directly to ensure their experience informs activity.
- Support the production and delivery of policy collateral such as reports, briefings, films and infographics.
- Represent the charity at internal and external meetings and events to promote the charity's key policy calls.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.

Job descriptions are not exhaustive and the post-holder will be required to undertake other duties commensurate with the level of the role.

Please note that this role will involve some requirement to travel which may involve occasional overnight stays.

Independent Age is committed to equality of opportunity and to eliminating discrimination and all employees are expected to adhere to the principles set out in our Equal Opportunities Policy.

Independent Age is committed to safeguarding and we expect all colleagues to share in this commitment. As part of our recruitment and selection process, we require a DBS (Disclosure and Barring Service) check for all individuals who work with our service users.

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria below

PERSON SPECIFICATION

EXPERIENCE & KNOWLEDGE

Essential:

- A minimum of 1-2 years previous experience in a policy and/or research role or a related field.
- Excellent writing skills and the ability to flex writing styles across a range of platforms including reports, briefings, social media posts and blogs.
- Sound knowledge of policy issues as they affect older people.
- Experience of conducting qualitative or quantitative research work.

- Experience of building good working relationships with a variety of internal and external stakeholders.
- Ability to collaborate effectively within a team and across teams with different functions.
- An understanding of how policy, public affairs and campaigns activity interacts to create positive change.
- Proven ability to work independently and proactively to meet strict deadlines on a number of concurrent tasks.
- A high level of attention to detail.
- Strong IT skills including use of Microsoft Office packages.

Desirable:

- Knowledge of the systems underpinning health, social care, welfare and/or loneliness.
- Experience involving people who are affected by an issue in policy and research activity.