



JOB DESCRIPTION

Job Title	Policy Officer
Department	Policy and Influencing
Reporting to	Policy Manager
Line Manages	N/A
DBS/BD/PVG:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Location	Avonmore Road, London W14 8RR

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven – *The experience, needs and views of older people are central to everything we do.*

Compassionate – *We listen, care and take action.*

Expert – *Our work is evidence-based and solution-focused.*

Collaborative – *We work in partnership to maximise our impact.*

Accountable – *We work with integrity and transparency.*

Inclusive – *We value diversity and always treat everyone fairly with dignity and respect.*

Our EDI Principles are that we will:

- Proactively challenge ageism and all other forms of discrimination throughout all our work.
- Celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.
- Develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- Deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- Ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- Commit to setting minimum target indicators for diversity and regularly review progress.
- Collect data to enable us to track our progress.
- Be publicly accountable and transparent about our progress.
- Use our influence to proactively champion the principles of EDI internally and with external partners.
- Continuously improve, adopt best practice and learn from and share with others.

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 postholder 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.
- Support the development of the charity's policy positions and help 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.
- Undertake any other duties commensurate with the level of the role.

General Responsibilities

- Undertake any other duties commensurate with the level of the role.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.

PERSON SPECIFICATION

Essential

- Experience of desk-based or field research and producing written analysis.
- Experience of building good working relationships with a variety of internal and external stakeholders.
- An understanding of public policy issues, levers and policymaking processes.
- An understanding of how policy, public affairs and campaigns activity interacts to create positive change.
- Strong writing skills with ability to tailor language for different formats or audiences.
- Ability to collaborate effectively within a team and across teams with different functions.
- Strong organisation skills, with a proven ability to work independently and proactively to meet strict deadlines on a number of concurrent tasks.
- A high level of attention to detail.
- Ability to speak to people compassionately and empathetically when discussing sensitive subjects.
- Strong IT skills including use of Microsoft Office packages.
- A demonstrable passion for, and affinity with, our cause.

Desirable

- Experience in a policy and/or research role or a related field.
- Knowledge of the systems underpinning health, social care and/or welfare.
- Experience involving people who are affected by an issue in policy and research activity.
- Experience conducting qualitative and/or quantitative research work.