

JOB DESCRIPTION

Job Title	Senior 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 Senior Policy Officer role provides expert policy analysis within our core thematic priorities to drive forward policy change that makes a real difference to the lives of people aged over 65.

Key Responsibilities

Key aspects of the role include:

- Identifying public policy issues that affect people in later life and ensuring that all policy outputs are evidence-based, accurate and synthesise information from a range of sources.
- Contributing to strategic thinking about the policy areas we prioritise within our key themes and proactively contributing policy and research ideas to determine where we can have the most impact as a team.
- Horizon-scanning, monitoring and identifying external changes to key policy issues and looking for opportunities to act when needed.
- Utilising a range of research methods including analysing qualitative and quantitative data sources.
- Creating opportunities for people in later life, their carers and relatives, to contribute to and influence policy development.
- Project managing complex pieces of work including both in-house and commissioned research projects.
- Producing policy assets such as reports, briefings, consultation responses, letters and web content.
- Producing internal briefings on key policy issues for senior colleagues, and teams across the organisation to use for events and other opportunities.
- Working with influencing colleagues to identify policy calls where supporting activity is needed from the Public Affairs and Campaigns teams.
- Working collaboratively with other teams and directorates to ensure that the work of the policy team is integrated across the organisation, including working with the media team to input into press releases and reactive statements.
- Building external relationships and partnerships to strengthen policy calls and our chances of securing policy change, including by presenting at external meetings and events.
- Ensuring we evaluate core activity and report on activities to demonstrate impact for key policy areas.

General Responsibilities

- 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.
- 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.

PERSON SPECIFICATION

You will have:

- A thorough understanding of the policy development process and experience of identifying policy problems and working towards and securing policy change.
- Experience of driving forward a policy theme of work, contributing your ideas and taking ownership for planned activity.
- The ability to analyse and respond to external developments and identify policy issues quickly and effectively in a fast-moving environment.
- Experience using different research methods, and synthesising this evidence to make an authoritative case for change.
- Strong quantitative analysis skills and/or experience analysing large datasets.
- Experience and comfort working with datasets to draw meaningful conclusions.
- Experience of developing credible, evidence-based policy positions and clear, convincing policy materials such as reports, briefings, web content and consultation responses.
- Excellent written and verbal communication skills, including the ability to translate complex information into accessible language for different audiences.
- Experience building relationships with key internal and external stakeholders to drive your policy theme forward, including decision-makers such as politicians and senior policy-makers.
- Experience of working independently and proactively to meet strict deadlines on a number of concurrent tasks.
- Experience of collaborating effectively within a team and working cross-functionally to secure resources and support from people across an organisation.
- The confidence to interact directly with older people to hear their perspectives and insights.
- The ability to project manage effectively, including producing plans, working across teams and departments and effectively leading their implementation.
- A high degree of accuracy and attention to detail.
- A demonstrable passion for, and affinity with, our cause.
- Strong IT skills including use of Microsoft Office packages.

Desirable

- Knowledge and understanding of the issues faced by people in later life.
- Experience or interest in the use of qualitative data to inform policy work.
- Knowledge or experience on consumer or welfare issues.
- Experience in establishing new policy areas.