

JOB DESCRIPTION

Job Title	Policy Manager (Maternity Cover)
Department	Policy and Influencing
Reporting to	Head of Policy and Influencing
Line Manages	1x Senior Policy Officer, 1 x Policy Officer
DBS/BD/PVG check required:	Basic DBS
Location	Avonmore Road, London W14 8RR (with hybrid working)

Job Purpose

To help Independent Age change policies and practices relating to costs (such as household bills) which benefit older people facing financial hardship.

Key Responsibilities

- Conduct, and commission where necessary, innovative research to ensure our policy positions are informed by strong quantitative and qualitative evidence.
- Develop evidence-based policy positions in designated priority areas; ensuring they are in line with emerging knowledge, the political landscape and most importantly the experience of older people.
- Build and maintain relationships with key external stakeholders including civil servants, regulators, other charities, think tanks and public-sector bodies - through regular communication and by attending meetings and events.
- Support the production of detailed, evidenced and powerfully written external resources including policy briefings, consultation responses, reports and policy positions.
- Horizon scan and monitor the external policy landscape to keep abreast of policy developments and decisions; quickly analysing their impact on older people facing financial hardship and recommending approaches based on this intelligence.
- Support the public communication of our policy positions working with colleagues in the communications department e.g. on reactive media statements.
- Work closely with the other Managers in the department (2 x Policy, 1 x Campaigns and 1 x Public Affairs) to ensure an integrated approach to policy and influencing activity, including playing an active part in cross department working groups.
- Work with teams across the organisation e.g. Advice, Grants and Partnerships and Philanthropy, to support cross organisational priorities.

Management

- Champion Equity, Diversity and Inclusion in all that we do.
- Demonstrate empowering and inspirational leadership and effective performance management of line reports, with agreed objectives and development plans in place, to enable them to excel.

- Effectively manage budgetary or financial responsibility and support the embedding of a culture of financial awareness and scrutiny.
- Maintain compliance and adherence with all processes to ensure good governance.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Model and embed Independent Age's values and behaviours.
- 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.
- 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.

How We Work

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

To put our EDI Principles into practice, we will:

- proactively challenge ageism and other forms of discrimination throughout 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 they can act as role models and champions and 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 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

PERSON SPECIFICATION

- Experience developing and leading complex programmes of policy work that achieve tangible change, ideally in the social security, money and/or financial space.
- Experience undertaking and project managing qualitative and/or quantitative research to inform policy positions and development.
- Experience of sensitively and meaningfully involving people who are affected by an issue in policy and research activity.
- An understanding of the issues faced by people living in financial hardship/ poverty, including ideally older people in this situation.
- A strong understanding of how policy, public affairs, campaigning and media interact to make positive change happen, including an interest in politics and a good understanding of Westminster, Whitehall, regulators and local government.
- Proven ability to tailor written language to different audiences when writing briefings, consultation responses, and reports, etc.
- Experience of building good working relationships with a variety of internal and external stakeholders, including influencing policy makers.
- Strong verbal communication skills, with the ability to speak with people at all levels in person, by phone and email.
- Proven ability to work independently and proactively to meet strict deadlines on a number of concurrent tasks.
- Strong IT skills including use of Microsoft Office packages.
- A demonstrable passion for, and affinity with, our cause.

Desirable:

- Experience of line management.
- Experience of working with a Public Affairs team on legislation.
- Experience contributing to departmental or organisational wide strategy.
- Experience working with, and providing policy expertise to, a fast paced media team.