

Policy and Public Affairs Manager

Job Description and Personal Specification

Job title:	Policy and Public Affairs Manager
Place of work:	Pear Tree Street/Home-based
Hours of work:	Full time (37 hours per week) - Permanent
Salary/Grade:	MPA - Adviser
Reports to:	Head of Policy and Public Affairs
Level of screening:	n/a

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system' and champion public services reform in order to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

Reporting to the Head of Policy and Public Affairs, you will play a key part in shaping the content and direction of Catch22's policy and influencing activity, particularly relating to children and young people.

You will be responsible for ensuring Catch22's policy asks are fit for purpose and reflective of the areas of our delivery expertise and public services reform. You will build strong relationships with stakeholders in order to make sure our policy asks are seen and understood by the right policymakers in order to drive change. You will also work closely with other organisations and within coalitions to achieve policy changes for the benefit of the people and communities we support.

You will be a strategic thinker and strong communicator, who understands how to lever evidence, innovation, and user voice into the effective influencing.

Main Duties & Accountabilities

Policy making

- Lead on identifying, developing, and implementing opportunities for policy and legislative change across a children and young people portfolio, and Catch22 organisational priorities
- Use insights, innovation, and best practice from across Catch22 services to create compelling and evidence-based policy positions and solutions
- Develop effective work plans to achieve tangible policy and influencing outcomes
- Support an All Party Parliamentary Group secretariat
- Ensure that user voice and practitioner expertise inform Catch22 policy positions and activities

Stakeholder management

- Develop and pursue influencing strategies with key stakeholders and decision makers in order to create an environment conducive to policy change
- Build strong relationships with officials in key government departments and statutory bodies in order to progress our policy priority areas
- Find and develop opportunities for new partnerships and coalitions to
- Be a key point of contact for requests for information and advice about Catch22's positions on policy positions on children and young people
- Ensure internal stakeholders remain updated on important policy developments

Consultation responses and parliamentary briefings

- Lead on compiling information and writing responses to relevant government and other relevant consultations and calls for evidence
- Work with other organisations to find areas of synergy and contribute to join responses and parliamentary briefings
- Keep abreast of the external policy and political landscape to identify opportunities to further our influencing activities

Campaigns and communications

- Work with the wider communications team on developing and implementing integrated campaigns
- Support the wider communications team to respond in a timely manner to media enquiries from local, regional and national print and broadcast media

- Brief Catch22 spokespeople who are undertaking media interviews, to ensure they reflect Catch22's key messages and policy lines on children and young people
- Author policy blogs and think pieces for the Catch22 website and external publications

What does good look like for this role?

- Able to provide oversight and planning of Catch22 policy work relating to children and young people
- Able to build strong relationships with policy makers and relevant stakeholders at local, regional, and national level
- Able to bring together information from various parts of Catch22 to form impactful policy positions, compelling briefings, and policy consultation responses
- Able to keep abreast of the policy landscape in relation to our policy priority areas, particularly in the children and young people space.
- Able to form strong working relationships with Catch22 staff across the organisation
- Able to provide advice and support to Catch22 services in relation policy and campaigning work
- Able to deputise for the Head of Policy and Public Affairs in their absence

Organisational Relationships

This role reports to the Head of Policy and Public Affairs and sits within the Communications Team. You will work closely with colleagues across the Communications, Evidence and Insights, and Partnerships Teams. You will also have regular meetings with the Heads of Service and Assistant Director and the wider service teams. You will work closely with the Head of Communications and Head of Policy and Public Affairs on specific integrated campaigns.

Policy Manager: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level or equivalent professional experience related to policy, public affairs and/or campaigning 		Application
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of the policy landscape in relation to children and young people Knowledge of effective policy and public affairs horizon-scanning Knowledge of the wider national political landscape 	<ul style="list-style-type: none"> Knowledge of embedding youth and practitioner voice into policy development and activities 	Application and interview
EXPERIENCE	<ul style="list-style-type: none"> Proven experience of developing policy positions and influencing plans resulting in tangible change Proven experience of writing policy consultation responses and/or parliamentary briefings Experience of hosting and planning political visits and policy roundtable events Experience of working with cross-sector partners and policy and strategic stakeholders 	<ul style="list-style-type: none"> Experience of delivering impactful campaigns that have resulted in policy change Experience of leading or working in coalitions to drive successful policy change Experience of having run fringe events at political party conferences and/or parliamentary events 	Application and interview

SKILLS & ABILITIES	<ul style="list-style-type: none"> • Strong communication skills, with a proven ability to influence a wide range of audiences verbally and in writing • Strong interpersonal and stakeholder engagement skills, with an ability to get others on board through persuasion, negotiation, and diplomacy. • Strong analytical skills to identify and interpret research, data, and complex information for evidence-based policy positions • Ability to grasp new policy areas and opportunities quickly • Highly organised with an ability to multi-task • Lateral thinking skills combined with a strong attention to detail • Excellent copywriting skills with an ability to present complex information in an accessible way 	<ul style="list-style-type: none"> • Strong project management skills to deliver complex and/or multiple programmes of work 	Application and interview
OTHER	<ul style="list-style-type: none"> • Share Catch22 values • Awareness of and commitment to Equity, Diversity, and Inclusion in all areas of the role • Willingness to travel and work flexibly • Desire to develop and undertake training as required 		Application and interview

