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| Job Title**Job Description and Personal Specification** |
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| **Job title:** | Head of Policy and Campaigns |
| **Place of work:** | Pear Tree Street |
| **Hours of work:** | Full time (37 hours per week) – although flexible arrangements such as 4 days a week or compressed hours will be considered |
| **Salary/Grade:** | Zone 1 Head of  |
| **Reports to:** | Director of Communications and Engagement |
| **Level of screening:** | n/a |
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| 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'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. Firstly, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', 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.

We’re a large organisation, with over 120 services operating across 5 different hubs: justice, young people and families, education, employability and skills and apprenticeships.

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| Where you fit in |
| Reporting to the Director of Communications, you will play a key part in the shaping the direction of Catch22’s policy and influencing activity.You will be responsible for progressing policy on our four priority areas: online harms, risk and resilience, youth employment and justice (victims services and rehabilitation). You will build strong relationships with stakeholders in order to pursue Catch22’s policy ‘asks’. You’ll also work closely with other organisations and within coalitions to drive policy changes for the benefit of the services users we work with.  |
| Main Duties & Accountabilities |

**Stakeholder engagement**

* 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 in order to progress our policy priority areas
* Lead on developing a programme of visits of officials to relevant Catch22 services in order to raise our profile amongst policy and decision makers
* Develop of programme of Catch22 policy networking events with key stakeholders

**Consultation responses and parliamentary briefings**

* Lead on compiling information and writing responses to relevant government and departmental consultations
* Work with other organisations to find areas of synergy and contribute to join responses
* Identify upcoming parliamentary debates and brief MPs on Catch22’s stance and policy calls
* Work with ‘friendly’ MPs to table parliamentary questions on areas relevant to our campaigning activity

**Events**

* Design a strategy for policy roundtables, involving policy makers and decision makers at local and national level, relevant to Catch22 policy and campaigns priority areas: online harms, risk and resilience, youth employment and justice (victims services and rehabilitation)
* Act as a spokesperson for Catch22 at external (and internal) events, relating to our policy priority areas, sometimes standing in for senior members of staff
* Provide briefings for senior members of staff, including the Chief Officers Group, who are speaking at external events

**Campaigning**

* Lead on campaigns that will help achieve policy goals – working with the wider communications team to build content that can be used on the website, social media and media
* Forge strong working relationships with other organisations whose campaigning priorities align, and work with them to push for policy change
* Author blogs and think pieces, for the Catch22 website and external publications, based on campaigning areas
* Manage budgets for specific campaigns

**Training**

* Lead and expand Catch22’s ‘Frontline Voices’ group – comprising staff from across Catch22 interested in contributing to policy and campaigning work
* Design online and in-person events for staff interested in finding out more about policy and campaigning

**Management**

* Line-management of one policy manager with expected growth of the team within the coming year
* Management of interns as needed
* Management of project teams across the organisation and externally

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| What does good look like for this role? |

* Able to provide strategic oversight of all Catch22 policy and campaigning work
* Able to build strong relationships with policy makers at regional and national level
* Able to bring together information from various parts of Catch22 to form compelling briefings and policy consultation responses
* Able to keep abreast of the policy landscape in relation to our key priority areas: online harms, risk and resilience, youth employment and justice (victims services and rehabilitation)
* 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 Director of Communications in their absence

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| Organisational RelationshipsThis role reports to the Director of Communications and Engagement and sits within the Communications team. You will manage the Policy and Events Manager (Employability Programme), as well as potentially more staff as the team groups. You will work closely with operational teams across Catch22, the wider Development Team and the Chief Officers Group. |

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| Job Title: Person Specification |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Educated to degree level or with equivalent professional experience related to policy, public affairs and/or campaigning | Working towards, or already achieved, a professional qualification relating to  | Application |
| **KNOWLEDGE** | Knowledge of the UK parliamentary system, including when and how to influence national policy developmentKnowledge of how local and regional government works Knowledge of effective public affairs/lobbying techniques | Knowledge of parliamentary monitoring tools (e.g. Randalls)Knowledge of the policy landscape in relation to one or more of the following: online harms, risk and resilience (including child exploitation and county lines), youth employment and justice (victims services and rehabilitation) | Application and interview |
| **EXPERIENCE** | Proven experience of delivering impactful campaigns that have resulted in policy changeProven experience of writing policy consultation responsesExperience of developing tailored content for audiences – including blogs, briefings and presentationsExperience of hosting and planning political visits and policy roundtable events | Experience of managing a small teamExperience of working in coalitions to drive policy changeExperience of having run fringe events at political party conferences | Application and interview |
| **SKILLS & ABILITIES** | Ability to work well under pressureAbility to grasp new policy areas quicklyHighly organisedExcellent copywriting skills and strong attention to detailAbility to present complex information in an accessible way Ability to multi-taskGood inter-personal skills |  | Application and interview |
| **OTHER** | Share Catch22 valuesAwareness of and commitment to Equality & DiversityDesire to develop and undertake training as required |  | Application and interview |