

## **JOB DESCRIPTION**

**Job Title:** POLICY and DEVELOPMENT OFFICER  
**Reports to:** HEAD OF POLICY/HEAD OF ADVOCACY or SPDO  
**Direct Reports:** N/A

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### **Main Purpose of Job**

To develop and deliver high quality projects (which may include research, policy, practice development and advocacy) as assigned by managers.

To support the delivery and continuous improvement of the Trust's external communications, including publications, social media and events.

### **Key Responsibilities**

#### **Project management**

- Develop business cases for new projects, using innovative ideas and expertise and taking account of current and emerging trends in your assigned thematic area.
- Develop and deliver projects as assigned by managers. These projects may include literature reviews, research projects, policy analysis, stakeholder engagement, partnership working, evaluation and report writing. Officers may be delivering these activities themselves or managing associates and contractors to deliver.
- Work with and co-ordinate associates and others involved to ensure that projects are delivered on time, within budget and to specification. Progress should be reported regularly to managers and any problems identified and reported early.
- Prioritise own time and resources in such a way as to maximise both the quantity and quality of projects delivered. Plan and schedule project timelines providing regular updates to managers
- Monitor and manage project budgets alerting managers and any other relevant staff to any discrepancies and providing regular reporting as directed.

#### **Subject expertise**

- Develop expertise within assigned thematic areas; both relating to current and emerging work.
- Support senior staff by providing briefings and presentations on relevant policy matters as requested.

#### **Communications**

- Develop and implement communications and advocacy plans to build support for key areas of the Trust's work.
- Build and maintain relationships with key stakeholders, including partners and policy-makers.

- Identify and take advantage of opportunities to promote and share the work of the Trust with key stakeholders, decision makers and policy makers in the UK and Ireland to enhance the profile of the Trust and further the aims of the Trust through increasing the Trust's involvement and influence at the highest level.
- Provide events management support to deliver high quality stakeholder engagement events, including seminars and conferences around the UK and Ireland.
- Work closely with the Trust's managers to coordinate the production and content building of external electronic communications - like the e-newsletter, the Trustees' bulletin, and the Trust's websites and social media applications.

#### Team working

- Promote a collaborative working ethos throughout the Trust as a whole.
- Comply fully with the Trust's policies and procedures.

## PERSON SPECIFICATION

Job Title: Policy and Development Officer

FACTOR	ESSENTIAL (E) or DESIRABLE (D)
<b>QUALIFICATIONS</b>	
Degree or relevant professional qualification, or substantial work experience at a level demonstrating graduate ability.	E
<b>EXPERIENCE</b>	
Minimum of 3 years' experience in a similar post.	D
Experience of working at Devolved or UK level.	E
Experience of managing and delivering specific projects on time and to budget.	E
<b>KNOWLEDGE</b>	
Ability to demonstrate a clear understanding of the themes of the Trust's work.	E
Understanding and experience of using a range of advocacy approaches in order to achieve change.	E
Understanding and experience of using a variety of project methodologies.	D
Understanding of partnership working and the importance of developing relationships with key stakeholders	E
<b>SKILLS &amp; ABILITIES</b>	
Ability to rapidly assimilate & digest large volumes of information.	E
Ability to quickly develop an understanding of current and emerging themes and to ensure that these are taken into consideration in all project work.	E
Ability to meet tight deadlines while working across multiple projects	E
Good communicator with an ability to deal effectively with staff and partners at all levels.	E
Strong interpersonal and teamworking skills	E
<b>PERSONAL QUALITIES</b>	
Analytical thinker with an ability to develop proposals and ideas into useful projects with clear outcomes.	E
Confident networker with an ability to form alliances and partnerships with key players.	E
Good judgement and ability to manage own workload whilst remaining alert to the need to consult with and update senior staff as appropriate.	E

Ability to work under pressure.	E
<b>MOTIVATION</b>	
Keen to play an integral part in the development of the Trust's work.	E
Confident in effectively delivering project activities to further the Trust's aims and objectives.	E
Desire to deliver projects across the UK and Ireland to achieve impact.	E
<b>COMPETENCIES – BALANCING PERSONAL AUTONOMY AND TEAM WORK</b>	
Understands and can articulate how own team contributes to meeting the strategic aims of the Trust.	E
Works autonomously within agreed plans for projects and checks these with managers at appropriate points.	E
Actively shares information, resources and support with colleagues in order to help achieve own, and colleagues', project objectives.	E
Readily responds to requests to refocus activities to support higher priority work, showing pragmatism and support for achieving the Trust's routine and strategic aims.	E
<b>COMPETENCIES – COMMUNICATING EFFECTIVELY</b>	
Drafts business cases, reports and similar publications within project areas and writes accurately and clearly in plain, simple language.	E
Represents the Trust confidently at external meetings and events, conveying key messages clearly and with enthusiasm.	E
Communicates effectively using appropriate styles, methods and timing, to maximise impact.	E
Develops effective relationships with stakeholders, service providers and partner organisations and actively seeks input from a diverse range of people. Is a respected champion for the Trust.	E
Works with partners to deliver high quality outputs and outcomes, while maintaining focus on the Trust's strategic aims.	E
<b>COMPETENCIES – DELIVERING RESULTS</b>	
Takes an active interest in expanding knowledge of topic areas related to own and team's work.	E
Considers and suggests ideas for improvements in own work, sharing this feedback with others in a constructive manner.	E
Spots early warning signs of things going wrong within projects and proposes effective responses to challenges.	E
Manages own workload across a range of projects while maintaining a focus on key priorities and outputs, staying resilient in the face of pressure.	E

Understands, reports on and can articulate outcomes sought in relation to own projects.	E
Delivers approved projects effectively but adjusts approaches in light of new information, if necessary, to ensure quality outcomes.	E