

Title: Policy and Development Officer

Organisation: Carnegie UK

Contract: Full-time 35 hours, permanent contract

Salary band: Salary band £25,000-£35,000.

Deadline to apply: 10 February 2022

Interview likely to take place on: 21 and 22 February 2021

Location: Carnegie UK's office is in Dunfermline. Staff have been working from home during Covid restrictions. The expectation is that the organisation will move to a hybrid mix of office and home working.

Reports to: Head of Practice Development

An opportunity has arisen for a Policy and Development Officer to join our values-driven team working on collective wellbeing. We are motivated by our mission to improve wellbeing in the UK and Ireland, and we recently published a new strategy and adopted a new brand identity which will guide our work over the years ahead.

At Carnegie UK, we are currently shaping our [programme portfolio for 2022](#) and have a vacancy for someone who shares our values and our enthusiasm for wellbeing, to work on a range of research, policy, practice development and advocacy activities.

The successful candidate will work across several programmes delivering key activities and contributing to external partnerships with individuals and organisations from a variety of sectors and settings. There will be opportunities to work with a range of stakeholders, from politicians to practitioners, in programmes that achieve impact across the UK and Ireland.

We are committed to giving our staff opportunities to learn and grow and are embedding a process of continuous learning into all our practice.

If you have transferable skills on research, analysis, communications and stakeholder and project management, we would love to hear from you.

Carnegie UK is strongly committed to encouraging and supporting a diverse workforce. We seek to provide equal opportunities to all current and prospective employees regardless of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We want to improve our practice and understanding in relation to diversity, equity, and inclusion and have prioritised this in our organisational development. In 2022, we have begun a strategic partnership with Rivers Coaching to reflect and act to change our culture to overcome oppression and unfairness.

We take positive steps to ensure that our employees can thrive and the workplace is equitable and free from discrimination. The organisation is developing more and better ways for a diversity of voices to be heard, including a new Staff Forum.

We especially welcome applications from all in the community who can contribute to the further diversification of experiences, ideas and perspectives.

About Carnegie UK:

Carnegie UK is an endowed charitable foundation, set up in 1913 by philanthropist Andrew Carnegie. Our purpose is to improve the wellbeing of people in the UK and Ireland.

For us, wellbeing means everybody having what they need to live together well, now and in the future. We believe collective wellbeing happens when social, economic, environmental and democratic wellbeing outcomes are seen as being equally important and are given equal weight. In 2021, we launched our [Strategy For Change](#), setting out our vision and strategic priorities for the coming years.

We work in ways that reflect our organisational values:

- motivated by change
- challenging
- kind
- collaborative.

We offer our staff excellent terms and conditions including:

- 35 hour working week
- 25 Days annual leave and 12 public holidays
- Up to date staff policies on flexible work, maternity and parental leave etc.
- Provision of IT equipment, including iPhones and laptops to facilitate remote working and IT helpdesk for support when required.
- Supportive line management and peer to peer learning environments.
- Generous pension contributions:

	Employee	Employer
Age under 35	3.5%	7%
35 to 44	4.5%	9%
45 to 54	5.5%	11%
55 and above	6.5%	13%

Your application:

To apply, please submit your CV and a personal statement of no more than 600 words telling us why you'd like to work for Carnegie UK and why you believe you are suited to this role, along with the completed Equal Opportunities form.

Applications should be submitted to info@carnegieuk.org by **10 February 2022**.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job Title: POLICY and DEVELOPMENT OFFICER
Reports to: Head of Practice Development
Direct Reports: N/A

Main Purpose of Job

- To work on the development and delivery of activities which contribute towards Carnegie UK's mission of improving collective wellbeing. This will include a range of research, policy, practice development and advocacy activities.
- To work in exploratory and wellbeing programme teams, leading delivery of specific pathways within broader programmes, and contributing to external partnerships with individuals and organisations.
- To contribute effectively towards our organisational development goals, including participation in a process of continuous learning.

Key Responsibilities

Team working and organisational development

- Be an active member of small teams that define and deliver emergent, [exploratory programmes](#) and existing, [wellbeing programmes](#).
- Work collaboratively both within and across teams, showing a flexible and reflective approach to collectively achieving impact.
- Make full use of Carnegie UK programme and organisational development tools including on project management, branding, evaluation of impact and promoting diversity.
- Understand and contribute to fulfilling the organisational development plan and Carnegie UK ways of working, described in our values and the Playbook.
- Contribute towards continual learning and improvement across the organisation, including in how we promote diversity and inclusion and minimise our environmental impact.

Research

- Carry out, or manage external contractors to carry out, research - such as rapid reviews, stakeholder mapping, survey delivery. Be comfortable with using different types of evidence .
- Use the Carnegie UK impact learning framework and other tools and opportunities to grow our knowledge of wellbeing and how to affect change.

Project management

- Be responsible for developing and delivering programme activities as agreed with teams. These activities will include research, policy analysis, stakeholder engagement, partnership working, blog and report writing. You may be delivering these activities yourself or managing Associates and contractors to deliver them.
- Work with and coordinate Associates, contractors and others involved to ensure that activities are delivered on time, within budget and to specification.
- Work within programme teams, to develop proposals for new projects, using innovative ideas, taking account of current and emerging trends.
- Prioritise your own time and resources in such a way as to maximise both the quantity and quality of work, focussing on ways of working as well as impact achieved. Plan and schedule activities with the programme team and programme managers
- Monitor and manage limited budgets, with programme managers, providing regular reporting and alerting the programme manager to any discrepancies.

Subject expertise

- Contribute to organisational knowledge about collective wellbeing and about what works to improve lives.
- Openly share this learning with networks and stakeholders.

Communications

- Support the development and implementation of communications and advocacy plans for the programmes, in collaboration with other programme team members and the Head of Communications. This will include writing for the e-newsletter, social media and website.
- 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 Carnegie UK with key stakeholders, decision makers and policy makers in the UK and Ireland to enhance the profile, and further the aims of the organisation, through increasing our involvement and influence at the highest level.
- Develop and run events, with programme teams, to share learning, and connect with stakeholders from around the UK and Ireland.

PERSON SPECIFICATION

Job Title: Policy and Development Officer

FACTOR	ESSENTIAL (E) or DESIRABLE (D)
KNOWLEDGE	
Ability to demonstrate an understanding of collective wellbeing.	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 management methodologies.	D
SKILLS & ABILITIES	
Ability to work creatively, rapidly assimilate & digest large volumes of information.	E
Research or evaluation skills and experience	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
PERSONAL QUALITIES	
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
Able to demonstrate values-led behaviour at work.	E
MOTIVATION	
Keen to play an integral part in the development of Carnegie UK's work and the promotion of wellbeing.	E
Confident in effectively delivering project activities to further Carnegie UK's aims and objectives.	E
Desire to deliver programmes across the UK and Ireland to achieve impact.	E

COMPETENCIES – BALANCING PERSONAL AUTONOMY AND TEAMWORK	
Works autonomously within agreed plans for projects and checks these with the programme teams at appropriate points.	E
Actively shares information, resources and support with colleagues in order to learn and help achieve the organisations' aims.	E
Readily responds to requests to refocus activities to support higher priority work, showing pragmatism and support for achieving organisational and strategic aims.	E
COMPETENCIES – COMMUNICATING EFFECTIVELY	
Drafts business cases, reports and similar publications within programme areas and writes accurately and clearly in plain, simple language.	E
Represents Carnegie UK confidently at external meetings and events, conveying key messages clearly and with enthusiasm.	E
Develops effective relationships with stakeholders, service providers and partner organisations and actively seeks input from a diverse range of people.	E
COMPETENCIES – DELIVERING RESULTS	
Takes an active interest in expanding knowledge of collective wellbeing and topic areas related to own and programme teams' 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 programmes and proposes effective responses to challenges.	E
Understands, reports on and can articulate outcomes sought in relation to programmes.	E
Delivers approved activities effectively adjusting approaches in light of new information, if necessary.	E