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**HEAD OF POLICY**

**JOB DESCRIPTION**

***Ref: HOP01***

This is an excellent opportunity to work at the national level for a valued charity with effective links to local and national government, academia and a network of Black and Asian led civil society organisations covering education, employment and criminal justice. It is a great opportunity to influence senior policy makers and help to end systemic and institutional race inequalities.

**Job title:**    Head of Policy

**Salary:**    £40,000 per annum

**Benefits**: Pension (8% employer contribution)

**Type of post:**    Full time (35 hours) and secondment will be considered.

**Fixed contract:**    One year (possible extension)

**Accountable to:**    Chief Executive

The postholder will work closely with the ARE senior management team, ARE policy advisory groups and government officials to develop and implement policy positions and campaign priorities. You will use research to influence government policies at all levels and identify programmes to improve outcomes for Black, Asian and Mixed heritage people.

Our main policy interests are education, employment and race disproportionality in the criminal justice system (CJS) and you will be required to produce policy papers, briefings, reports and news updates, liaise with the media and ensure information is disseminated to our stakeholders in collaboration with the ARE team.

# Key tasks and responsibilities

* To take a lead on establishing a new ARE coalition of Black, Asian and Muslim led civil society organisations working to end systemic racism in the CJS.
* To build good relationships with ARE advisory group members, wider stakeholders and provide effective policy support.
* To influence policy and practice in our policy priority areas by formulating robust and evidence-based policy content and drive change.
* Prepare policy documents that draw on relevant evidence and good practice in the voluntary, public and private sectors.
* Work closely with policy advisory groups to develop an annual work plan.
* Represent ARE on appropriate advisory groups and consultations.
* Work closely with ARE Communications leads to ensure ARE stakeholders are updated on a regular basis on our policy activities.
* Develop positive relationships with key stakeholders to ensure their input into ARE’s strategic direction and development.
* Foster positive relationships with key policy makers as a means of ensuring that ARE has an appropriate level of influence on policy.
* Contribute to the development of systems to assess and approve plans, proposals and expressions of interest submitted by ARE.
* Work closely with other ARE projects to ensure views and evidence is gathered from relevant Black, Asian and Muslim service providers.
* Help to identify and support your own continual professional development and cooperate with performance appraisals.
* Contribute to the success of ARE by participating in performance management arrangements, fundraising and research proposals and by applying the principles and practices associated with equality in employment, equality in service delivery and health & safety in the workplace.
* Undertake any roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of ARE are delivered in a timely and effective manner.

# Person specification

The successful candidate will have experience of policy development and supporting public policy campaigns that have brought about positive change. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills. The post holder will be actively interested in what is happening in government and be alert to opportunities to work collaboratively with colleagues to advance ARE’s mission and values.

*Experience:*

* Experience of social policy development and influencing/campaigning

*Qualifications:*

* Degree level qualification

*Skills:*

* Highly developed written and oral communication skills
* Experience of policy analysis, review and evaluation
* Good people and project management skills
* Ability to understand and analyse data
* Ability to work across organisational boundaries and develop constructive relationships with key stakeholders
* Effective interpersonal skills including influence, persuasion, assertiveness and sensitivity

*Knowledge:*

* Knowledge of the issues affecting Black, Asian and Mixed Heritage communities.
* Awareness of how to formulate and implement effective campaigns - using a wide range of campaigning outputs such as media stories, Parliamentary briefings, online petitions, infographics, social media posts and social media advertising
* Awareness of the role of government and various government agencies in shaping policies and programmes.
* Awareness of the diverse role Black and Asian-led voluntary organisations and mainstream providers can play in improving outcomes for our communities.

*Personal qualities:*

* Ability to work on own initiative and as part of a team
* Highly motivated with the ability to motivate others
* Able to prioritise team workloads and complete agreed policy outputs
* Pro-active approach and skill in creative problem solving
* Proven IT skills including word processing and Microsoft Outlook