

Job description

Job title

Charity Policy and Campaigns Manager

Hours

37.5 per week

Contract

Permanent

(although part time may be considered for the right candidate)

Role profile and grade

OS45A Grade 4, Point 10 rising to Point 12

Salary

Starting salary £39,327 rising to £42,426

Location

Remote.

The post holder will be required to travel to Together Trust locations in Greater Manchester and surrounding area and attend some meetings throughout England when necessary.

Reports to

Head of Communications

Type of DBS Required

Basic (We will apply for this on your behalf.)

Job purpose

We are looking for a passionate, driven individual who can help us champion the rights, needs and ambitions of children in care, people with disabilities, autism and complex health needs.

Your role will be to ensure that the voice of the people we support is heard and acted on by key decision makers.

You will be leading the charities policy and campaign development, putting forward evidence-based policy recommendations and campaigns and working with the people we support to influence change.

By joining our team, you will be helping to achieve our vision of creating a society where people thrive because they are valued within their communities.

This role has line management responsibilities and the postholder will act as spokesperson for the Together Trust and the people it supports on policy issues.

Key responsibilities

Management

- Manage and develop the Together Trust's policy and campaigns strategy in line with the Trust's strategic long-term plan.
- Lead on the development of policy priorities with staff and the people we support. Work directly with the Trust Directors, Trustees and external agencies.
- Line manages the Policy and Campaigns officer working to objectives and team KPIs. Project management of campaign plans and team workflow.
- Monitor and evaluate the success of the Trust's policy and campaigning strategy, making annual recommendations for resource and budget requirements.
- Maintain a budget as agreed with the Head of Communications.

Policy and public affairs

- Research and analyse issues relevant to the Together Trust's policy priorities. Develop the Trust's policy positions and key messages.
- Represent the Together Trust at meetings with MPs, Councillors, parliamentary groups, and Select Committees to help drive forward Together Trust's policy and campaigns work.

- Ensure the Together Trust is seen as a credible, evidence-led and effective organisation through strategic media opportunities and speaking events.
- Act as the Together Trust spokesperson on policy and campaign issues and support crisis communications as and when required.
- Work collaboratively and effectively with internal teams on policy issues, providing advice and guidance, pre-empting political developments where possible.
- Manage public affairs events, both virtual and in-person, for the people we support and our campaigners attend.
- Provide regular reporting to internal stakeholders such as leadership teams and Trustees.
- Keep up to date with changing policies and legislation in relation to children and young people's rights, social care and disability rights.

Networking

- Build strong, professional relationships with colleagues at all levels within Together Trust and the sector. Make use of key internal and external experts to support the research and development of our policy priorities.
- Develop and build relationships with key stakeholders such as commissioners, frontline staff and volunteers, families and the people we support.
- Improve the Together Trust's visibility in UK Parliament by attending sessions, submitting evidence and nurturing networks.
- Identify funding opportunities for collaborative research with academics and partners in strategic areas.

Participation

- Identify meaningful ways of listening to and involving the people we support in our campaigning and policy work.

- Amplify the voices of individuals with lived experience in our network and support their own campaigning work wherever possible.
- Report on policy, campaigns and participation activities to the Supporting People sub-group, providing updates on activity and progress against key milestones.
- Work with the people we support so they can present at conferences, workshops and other events with key stakeholders including MPs, Councillors and commissioners.
- Work collaboratively within teams to drive forward the development of a Trust-wide participation and co-production strategy.

Other responsibilities

- Support the Head of Communications in their role.
- Engage in regular supervision, annual appraisal and development opportunities.
- Champion diversity, equality and inclusion, in addition to meeting legal and charitable regulatory requirements.
- Uphold the Together Trust's values and behaviours.
- Always maintain confidentiality (with respect to established safeguarding practices).
- Carry out any other duties as is reasonable.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	Educated to at least undergraduate degree (Level 6 or equivalent), preferably in a relevant discipline	Evidence of continuous professional development demonstrated through professional qualifications or accreditation in Public Affairs or Policy Analysis
Experience and knowledge	<p>Several years in a campaign or public affairs role</p> <p>Good understanding of UK political environment, local and national government structures and decision-making</p> <p>Experience of speaking or representing an organisation in a professional setting</p> <p>Experience of line management and supporting team members to achieve KPIs</p> <p>Experience in utilising digital channels to mobilise supporters</p> <p>Proven experience of using different campaign tactics including recruitment actions and supporter journeys</p> <p>Experience of developing relationships with political stakeholders</p> <p>Experience in managing complex projects</p>	<p>Experience of achieving press coverage through established media contacts.</p> <p>Awareness of relevant domestic legislation, including children's rights, disability and family law</p> <p>Experience in involving those with lived experience in campaign development or actions</p> <p>Experience of working with a charity and/or with young people</p> <p>Experience of using digital campaigning tools such as Impact Stack, Engaging Networks or website CMS</p> <p>Experience of creating integrated campaigns using social media tactics, in particular paid social platforms such as Facebook Ads Manager</p> <p>Experience of using Google Analytics,</p>

	<p>Proven experience in writing and editing impactful campaign communications</p> <p>Experience of measuring and reporting on campaigns and their impact</p>	<p>Facebook analytics and interpreting data</p>
<p>Skills</p>	<p>Excellent communication skills – verbal and written</p> <p>Able to assimilate and make sense of complex data and research</p> <p>Strong interpersonal skills with the ability to negotiate and influence successfully</p> <p>Strong organisational and planning skills with an eye for detail and accuracy</p>	
<p>Qualities</p>	<p>Collaborator – ability to work with multiple teams to deliver campaigns including fundraising, communications and frontline service staff</p> <p>Innovator – help bring in new ideas to the Trust and never afraid to test and change approach if needed</p> <p>Inclusive – committed to meeting the needs of the people we support so they are empowered to make decisions to support the direction of our strategy</p>	

Integrity – guided by strong ethical and moral principles, maintaining credibility and transparency in the way you work

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

