



## Job Pack Policy Officer

Thank you for your interest in this role. In this pack please find:

- Information about CPAG and about the role
- Terms and Conditions of Employment
- Job description
- Person specification
- Application form

To apply, please return the application form, taking particular care to provide full details of how you meet the person specification.

Please send your application to [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk)

**Closing date for applications:** Noon, Wednesday 14<sup>th</sup> August  
**Interview will be held on:** Wednesday 21<sup>st</sup> August or Thursday 22<sup>nd</sup> August (London)

If you require further information or need us to make any adjustments to enable you to participate in the selection process, please contact Laura Wilson, our People and Culture Officer, at [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk).

Some examples of adjustments that have been offered to candidates include:

- changing the time or location of interviews
- providing interview questions in written format
- providing interview questions in advance of the interview
- a sign language interpreter
- additional time in timed tests, interviews or other assessment activities
- advice about assistive technology

This is not an exhaustive list and we will consider any adjustments that you might need.

### RECRUITMENT MONITORING

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form at the end of the application form.

The form should take no longer than 5 minutes to complete and will not form part of the selection process.



## **Job Pack Policy Officer**

### **About CPAG**

Child Poverty Action Group works on behalf of the more than one in four children in the UK growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good. We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

### **Our vision**

Our vision is of a society free of child poverty, where all children can enjoy a childhood free of financial hardship and have a fair chance in life to reach their full potential.

### **Our mission**

Our mission is to promote action to prevent and end poverty among children and families with children in the UK.

### **Our beliefs**

CPAG policy positions have stood the test of time for six decades. We hold that child poverty is relative to the society families live in and is characterised by a lack of resources. It is neither necessary nor inevitable and is responsive to policy action. Policy solutions should focus on adequate incomes, prioritise prevention rather than relief, and means-testing should be avoided wherever possible. When governments adopt our solutions, child poverty falls.

### **Our values**

- Ambitious – child poverty isn't inevitable, and we won't stop until no child grows up in financial hardship.
- Voice – our work is informed by the voices of children and families
- Evidence based – we advocate solutions to child poverty based on the evidence
- Leadership – we are the leading advocates for children and families in poverty in the UK
- Independent – we are not afraid to speak out

### **Our theory of change**

- By promoting our values, we advance the public and political will for a society free of child poverty
- By developing evidence-based solutions, we encourage policymakers and practitioners to act to prevent and end child poverty
- By campaigning, we work towards social and political change that will keep families from poverty
- By developing and sharing our social security expertise, we help maximise families' resources and inform our evidence for change.

## **What We Do**

### **Policy and campaigning**

We seek to achieve positive outcomes through our high-profile campaigning work – using evidence to influence government and media. We publish research and information on the causes and effects of child

poverty (including briefing materials on our website - [cpag.org.uk](http://cpag.org.uk)) and seek radical and practical solutions. Our journal *Poverty*, published three times a year, carries articles and features to inform and stimulate debate on poverty, its causes and consequences, and the action required to tackle it.

### **Rights and Advice**

We provide expert advice, training and information to welfare rights advisers, lawyers and others on all aspects of the social security and tax credit systems. Our staff in London and Glasgow respond to around 7,300 queries a year from advisers. Our bi-monthly *Welfare Rights Bulletin* keeps them up-to-date on new legislation and developments. During the year we reached 12,300 beneficiaries through our training, conferences and seminars. Through carefully selected test cases, we challenge unjust legislation, unfair or discriminatory decisions.

### **Publishing and Resources**

CPAG publishes the major handbooks used by thousands of advisers, community workers, lawyers and members of the public. The *Welfare Benefits and Tax Credits Handbook* gives full coverage of all aspects of social security and tax credits. We publish handbooks and resources on housing benefit, child support, fuel rights, debt advice, benefits for migrants, council tax, student support and personal finance. AskCPAG is our platform for advisers to access up-to-date information and tools to navigate the complexities of the social security system. For more information, visit [askcpag.org.uk](http://askcpag.org.uk).

There are currently two offices from which this work is undertaken, the main office being in London and CPAG in Scotland, located in Glasgow. There is a recognised union to which most permanent staff belong.

### **Background to the Post**

The successful applicant will be responsible for developing and promoting evidence-based policies that will contribute to preventing and reducing child poverty and improving outcomes for children, young people and their families. The main focus of the role will be informing and influencing policy makers working at a Westminster level, although there may be some work with colleagues in Scotland and Wales.

They will draw on CPAG's [Early Warning System](#) and social security expertise and wider evidence to ensure the impact of social security changes, the need to prevent crisis and the importance of early intervention is considered when developing and delivering policies and services. They will inform and influence Ministers, officials, parliamentarians, and other key stakeholders.

The post-holder will work closely with CPAG's Head of Policy and the wider policy team (two senior policy officers) to ensure CPAG's understanding of welfare benefits, and the intelligence that we gather from the frontline workers we support, is used to inform politicians and policy makers as they develop policies and services to support children and families across the UK.

This post provides a unique opportunity to make a real difference to policies that will affect children's lives. The post will be based with CPAG in London. Hybrid working arrangements are in place subject to service needs and the needs of the organisation.

## Terms and conditions of employment

- Job title:** Policy Officer
- Contract:** 12 month fixed-term contract
- Location:** You will be based in London but you may be able to agree a pattern of regular remote working with your line manager.
- Salary:** £40,553 - £44,821. It is expected that new joiners will start at the beginning of the salary range. Progression through the salary range will be based on performance and achievement of objectives.
- Hours:** 35 hours per week. CPAG operates a 'core hours' and flexi/TOIL (Time Off In Lieu) policy. Flexible working arrangements will be considered (e.g. part time, compressed hours).
- Annual leave:** 30 days a year annual leave (plus additional 4 days during the Christmas/New Year period).
- Other benefits:** Interest free travel loan, automatic enrolment into CPAG's nominated Group Personal Pension Scheme, income protection insurance and 'death in service' provision, and a range of leave entitlements for family and other reasons and other wellbeing benefits (details are on the attached sheet).

There is a three-month probation period for this post.

## CPAG's commitment to equal opportunities

Everyone has the right to be treated with fairness, dignity and respect and to live free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and also that every employee of the organisation has personal responsibility to abide by and promote the policy.

CPAG recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependents or people who are using mental health services.

We are proud to be an organisation that is not afraid to point out injustice and inequality and have policies in place that recognise the importance of equality and diversity. However, we know as an organisation that there is always room for improvement. We acknowledge the problem with racial diversity within the charity sector and we are committed to taking action to change this. In trying to achieve social change, greater fairness and equality, we must also hold ourselves to account. We want to build a diverse group of talented people working towards our shared vision.

To this end we have set up an Equity, Diversity and Inclusion (EDI) group to advise on and help lead this work. Championed by our Board and leadership, we aim for EDI to be embedded throughout our organisation and strategy. We are committed to making change where it is needed and look forward to being part of a sector that prioritises diversity and equality.

We are prepared to invest resource, to where possible recruit for potential rather than seek perfection and recognise the need for a better understanding of racial and other biases in order to reflect the communities we work in. We continue to value the insights brought to the organisation through lived experience. CPAG needs to be a safe place to work, to challenge and feel safe to have uncomfortable conversations.

## **CPAG is a great place to work**

Ensuring access to high quality fair work, especially for parents and carers, is critical to our goal of ending child poverty. There is a recognised trade union that staff are encouraged to join. All staff have a personal development plan agreed with their manager, and the organisation budgets to support training and development needs.

CPAG have been an accredited Living Wage employer since 2012. The real Living Wage is the only rate calculated according to the costs of living. It provides a voluntary benchmark for employers that wish to ensure their staff earn a wage they can live on, not just the government minimum.

We understand that people have different needs and aim to support our team so that they are able to manage work and home responsibilities effectively. Enabling our team to balance work and their personal life in ways that benefit everyone is in line with our values and enables people to contribute to their best ability. We regard flexible working as important and we try to accommodate flexible working practices where possible and practical. Many of our staff work flexibly in many different ways, including part-time or hybrid, and requests can be made from day one. This means we would be happy to discuss alternative working hours, days and patterns, and any additional needs or requirements.

## **Additional Information on Terms and Conditions of Employment**

- 30 days annual leave
- 4 additional days paid leave during the office Christmas closure
- 9 bank holidays (English & Welsh bank holidays + 2<sup>nd</sup> of January Scottish bank holiday)
- 26 weeks paid maternity leave and 13 weeks of maternity leave at the current rate of SMP
- Shared Parental Leave
- 6 weeks paid leave for staff whose partner has or adopts a baby
- 6 weeks paid paternity leave including a maximum of 2 weeks statutory paternity pay
- 13 weeks unpaid parental leave for parents or guardians of children up to age 16 (18 weeks for parents or guardians of disabled children)
- 10 days paid leave for staff members who have to care for a dependent
- 5 days paid leave for urgent domestic reasons
- 5 days paid leave for staff who carry out public duties
- 10 days paid study leave subject to agreement by CPAG
- An unpaid career break of up to 6 months available to staff after 2 years' service
- Time off in lieu, flexible working options and flexitime to allow staff to work flexibly
- Access to Employee Assistance Programme and BUPA Healthy Minds counselling
- Occupational Health Service
- Group Personal Health Insurance
- Flu jab vouchers
- Eye sight tests and vouchers
- Season ticket loan
- Cycle to Work scheme
- Monthly staff socials and regular staff away days and Christmas lunch

Arrangements apply pro rata to part-time staff and basic annual leave dependant on start date and hours and runs from April to March.



## Job Description

### Policy Officer

**Title:** Policy Officer

**Reports To:** Head of Policy

**Team:** Policy, Rights and Advocacy

**Grade:** Band C

#### Main purpose of job

- To help develop evidence-based policy positions and solutions to support CPAG's influencing and campaigns work and to help achieve our strategic objectives.
- To undertake research to support CPAG's influencing and campaigns work.
- To work as a member of the Policy, Rights & Advocacy team contributing to its overall objectives.

#### Tasks and Responsibilities

1. To keep up to date with trends and changes in social security and other policy areas relevant to child poverty (education, housing, childcare, employment, services for children and families) and play a lead role in the policy and campaigning work of CPAG.
2. To provide policy expertise to the CEO and other staff on the causes, effects and solutions to child poverty; develop evidence-based policy positions and identify, monitor and evaluate policy and political trends as appropriate.
3. To develop an understanding of and confidence using the key statistical data sets, including Households Below Average Income, to inform CPAG policy and identify possible influencing and campaigning opportunities.
4. To prepare authoritative, concise briefings for internal and external CPAG audiences, including submissions and consultations to parliament and government.
5. To write articles and updates for internal and external publication and contribute to the development of the website, ensuring the policy and research sections are up to date, maximising support for influencing and campaigning priorities.
6. To work with CPAG's welfare rights team to analyse evidence on the impact of social security changes gathered by frontline advisers, in order to inform policy and parliamentary activity.

7. To monitor parliamentary business for opportunities to influence, and to establish and maintain effective relationships with MPs so as to inform key debates and committee discussions on issues likely to affect family incomes, child poverty and child wellbeing.
8. To assist with strategies to support parents, children and young people to share their views and experiences and to maximising their involvement in policy and campaigning activities.
9. To work closely with other national third sector organisations to ensure CPAG intelligence and analysis is shared and collated with evidence from others and to co-ordinate policy influencing activity.
10. To support the delivery of in-house research projects as required.
11. To represent CPAG and speak and present at appropriate meetings and conferences with voluntary sector colleagues, civil servants, government agencies, etc.
12. To assist when required in supporting CPAG media and political activities, including assisting the Press and Campaigns Officer as requested.
13. To contribute to the wider work and welfare of CPAG by attending staff, team and other relevant meetings; liaison with team members and providing mutual support.
14. To comply with all CPAG's policies and standard practice, with specific attention to Equity, Diversity and Inclusion.
15. To take on any other reasonable tasks which contribute to achievement of the job purpose and aims of CPAG.

## Person Specification – Policy Officer

### Experience

Essential	Desirable
Experience of developing and promoting policy solutions.	Track record of successfully influencing parliamentarians.
Awareness and understanding of at least one relevant policy area, such as social security, children and early years, employment, housing or other policy area related to child poverty.	Experience of working in, or closely with government

### Skills/Abilities/Knowledge

Essential	Desirable
Knowledge of current social policy and political issues in the UK.	
Knowledge of parliamentary processes and how to engage in them to influence policy development.	
Highly effective written and oral communication skills, with ability to communicate complex and technical issues and policy ideas in an accurate but accessible manner to non-specialist audiences.	
Ability to represent CPAG at external events.	

Ability to work in partnership with other organisations to achieve shared goals.	
Ability to prioritise and manage a demanding and varied workload in a fast paced environment.	
Ability to work independently and as part of a team.	

**Personal qualities**

<b>Essential</b>	<b>Desirable</b>
Commitment to CPAG's aims and objectives	
Commitment to CPAG's diversity and equality policy	
Ability to spend occasional nights away from home on business	