

## Job Description

### Director of Policy and Engagement

#### About the role

Hope for the Future is a UK-based charity which works to support constituents to secure greater and more ambitious action from national and local government - across all levels - by having effective conversations with their politicians.

Are you an experienced leader ready to drive real change in the fight against climate and nature crises? Hope for the Future is looking for an inspiring and strategic individual to lead our Policy and Engagement team, empowering communities to engage with decision-makers and make a tangible impact on climate action.

As a key member of the senior leadership team, reporting directly to the CEO, you will deliver against our ambitious new three-year strategy. Your leadership will elevate our work, expanding our reach, securing sustainable funding, and driving engagement with an ever-growing audience.

A core part of this role will be developing and supporting a talented and motivated team. You will provide supportive line management, mentorship, and professional development opportunities to ensure your team thrives. By fostering a collaborative and inclusive working environment, you will empower team members to deliver impactful programmes and drive engagement with communities and policymakers.

This is an opportunity to bring your expertise in project management, advocacy, and democratic engagement to a role where you can truly make a difference. With your guidance, we will foster a culture of innovation and continuous improvement, amplifying the voices of those often overlooked and ensuring meaningful action on climate and environmental issues.

#### Terms and conditions

**Hours:** Full-time (35 hpw) with the option for flexible working as outlined in HFTF's [Flexible Working Policy](#). The role will require some evening and weekend work.

**Pay:** £43,235.28 per annum, with annual increments after each year of continuous employment in the role, plus £3k London Weighting for staff who live in the qualifying postcode areas.

**Accountable to:** The CEO

**Benefits:** 30 days annual leave plus statutory bank holidays, employers' Pension Contribution, Bike to Work Scheme, Season Ticket Loan Scheme, Well-being support.

**Location:** Either our Sheffield office (Head Office) or remote anywhere in the UK. National travel as required. See our [HFTF home-working/hybrid-working policy](#).

**Contract type:** Permanent

## **Role and responsibilities**

Working closely with the CEO, senior leadership and Policy and Engagement teams you will be expected to oversee the day-to-day public facing delivery operations of the organisation meeting targets (set annually with the Board of Trustees) and collaboratively establishing goals, objectives, and operational plans with stakeholders.

**You will have specific responsibility for:**

### **1. Delivery activity:**

- a. Growing HFTF's impact, and working with staff to ensure delivery targets are met and HFTF's work streams are delivered within agreed budgets
- b. Leading and overseeing the delivery of HFTF's delivery projects and programmes and ensuring they are communicated, reported on and completed
- c. Act as the lead contact for Hope for the Future's network of partner organisations, other campaigns and NGOs being responsible for developing a pipeline, securing contracts and ensuring high-quality services for paid delivery partnerships, growing this income stream strategically in collaboration with the Director of Fundraising and Marketing and wider fundraising and communications team
- d. Effective line management of the Policy & Engagement team, leading, supporting, managing and motivating staff, in order to coordinate and deliver the activities outlined in the Delivery Plan
- e. Supporting the Policy and Engagement team with direct constituent work as required (delivery of training, caseload support, events etc.) and provide support to other team members with income generation activities where required.

- f. Ensuring high quality line management support using processes such as objective setting, staff appraisals, personal development planning and performance management to ensure goals, and operational plans are achieved
- g. Take a lead on oversight of the CRM system, though ongoing use and maintenance is a shared responsibility across SLT and the wider team
- h. Responsible for developing and overseeing monitoring and evaluation impact framework - working in collaboration with the CEO to align this to our strategy and with the communications and fundraising team to ensure high-quality qualitative evidence and quantitative data for external communications and fundraising
- i. Identify and develop opportunities for growing the organisation's reach and impact. Ensuring that we are engaging new constituents and that we are working towards reaching and representing all sectors of society.
- j. Ensure work is strategically coordinated to maximise efficiency and impact, linking and contributing to Hope for the Future's central strategies and wider work as required
- k. Ensure effective financial management of relevant budgets.
- l. Continued development of HFTF's training and approach

## **2. External representation**

- a. Networking to seek new partners and clients for the purpose of acquiring new training requests and potential collaborative work (paid partnerships)
- b. Represent the organisation and serve as spokesperson publicly at events, conferences, and partnership meetings and in external communications
- c. Continually championing the values, mission and vision of Hope for the Future to strengthen democratic engagement and drive inclusive action on the climate and nature crises.

## **3. Senior Leadership Responsibilities**

- a. As a member of the Senior Leadership Team, support the oversight of governance by collaborating closely with the Board of Trustees.
- b. Write and present strategic options, gain approvals, and ensure compliance with all appropriate Charity Commission, legal and regulatory requirements.
- c. Actively communicate with the Board, and contribute to the charity's mission through fostering inclusivity and collaboration in alignment with HFTF's values.

## **4. General**

- a. Regularly travel around the country to workshops and meetings and to the head office in Sheffield.

- b. Maintain an awareness of advances in the climate and nature movement and national/ local politics.
- c. Maintain a strong working knowledge of climate change developments in Parliament, including changes to policy and specific MP involvement in such developments.
- d. Contribute to our mission to "Drive inclusive action on the climate and nature crises" through delivery and communications activities in partnership with front-line organisations, that lead to well-planned, effective outreach and engagement of marginalised communities.
- e. Ensure [the values of HFTF](#) are upheld across the organisation including fostering a culture that encourages collaborative working and recognises positive contributions, including active involvement in our workstreams which are working towards reaching and representing all sectors of society.
- f. Undertake any other duties commensurate to the grade and expectations of the role or reasonably requested by the trustees.

HFTF operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone and celebrate age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief. For more details on our policies including data protection and how we store and use your data, please visit the policies page of our website.

## Person Specification

Experience, Skills and Knowledge
Essential
3+ years in a management, leadership, or operational delivery role within a not-for-profit, NGO, social enterprise, or similar organisation
Experience leading, motivating, and managing a team, including performance management and strategic goal setting
Strong working knowledge of the UK political system, including national and local political structures and processes
Experience working with elected representatives and engaging in political advocacy

Demonstrated success in building and maintaining partnerships and networks, particularly in income-generating or paid service delivery
Experience overseeing programmes, projects, and CRM system implementation and development
Experience in community engagement, outreach work, or campaign delivery
Understanding of monitoring, evaluation, and impact measurement
Excellent organisational and prioritisation skills, with the ability to manage multiple projects effectively
Strong communication skills, including public speaking, persuasion, and interpersonal abilities
Ability to work autonomously, think strategically, and problem-solve proactively
Competency in IT and digital communication tools, with experience in data analysis and reporting
Ability to operate both strategically and practically, balancing high-level vision with hands-on delivery
Desirable
Experience in climate change and nature-related advocacy or policy work
Knowledge of charity financial management, budgeting, or fundraising

Understanding of HR processes, recruitment, and staff development
Experience working with seldom-heard communities and fostering inclusive engagement
Previous experience working with a Board of Trustees
Experience delivering training, facilitating workshops, and public speaking
Proficiency in G Suite, CRM systems, and digital tools such as Canva and Slack
<b>Values/ behaviours</b>
Commitment to the mission of Hope for the Future and democratic engagement in tackling climate change and nature degradation
A team player who fosters a collaborative and inclusive working culture
Champions equality, diversity, and inclusion in all aspects of work