

Job Description – Policy Officer

Forces in Mind Trust (FiMT) was founded in 2011 with a £35 million endowment from the National Lottery Community Fund to improve transition to civilian life for Service leavers and their families.

Our mission is to enable a successful and sustainable transition to civilian life for former Service personnel and families, and the Trust’s strategy is to provide an evidence base that will influence and underpin effective policy making and practice. By funding high quality, credible research and by then exploiting the findings, FiMT aims to effect positive change.

Job Details

Job Title	Policy Officer
Location	Hybrid/London (occasional travel and overnight stays may be necessary to support events around the UK).
Status	Full time, 37.5 hrs, Monday - Friday (0900 – 1700)
Salary	£38,771 to £40,049 per annum (our policy is to recruit at the bottom of the salary band, unless significant relevant experience can be demonstrated)
Leave	30 working days, plus Public/Bank holidays
Reporting to	Assistant Head of Policy
Other	Acts for the Assistant Head of Policy in their absence Has no line management responsibilities

Job Purpose

The Policy Officer will work as part of the Policy, Influence and Evaluation team to support the delivery of FiMT’s overall policy objectives and undertake stakeholder engagement activity in order to positively influence policy makers and service providers.

They will achieve this through analysis of our evidence and policy positions to ensure we can effectively communicate key findings and recommendations to stakeholders.

They will help maintain and build stakeholder relationships in Westminster, Cardiff, Edinburgh and Belfast, through supporting FiMT’s engagement as part of our wider influence plan, increasing FiMT’s profile and reputation.

Role responsibilities

Working closely with other members of the staff team, and particularly the Assistant Head of Policy and the Communications Officer, the Policy Officer has responsibility for:

- Working with the Policy, Influence Evaluation team to develop and deliver FiMT’s policy objectives.
- Explaining FiMT’s policy positions to a range of audiences by:
 - Providing briefings on a range of policy issues
 - Contributing to position papers and policy submissions, including submissions to Government and parliamentary reviews
 - Writing speeches/presentations for senior staff
- Undertaking policy research and analysis and maintaining an up-to-date knowledge across the Trust’s priority areas.

- Contributing to the development and execution of FiMT's strategy and any influence strategy and plans, including press releases, that are produced.
- Promoting findings and recommendations to leading influencers through letters, briefings and securing meetings.
- Developing and maintaining positive relationships with FiMT's stakeholders across the UK, and working with the Senior Leadership Team to build partnerships with external organisations.
- Organising, coordinating and delivering specific aspects of the Trust's stakeholder engagement activity, including budget management. This includes delivery of report publication and launch events; convening seminars and conferences; working with the Communications Officer to develop and maintain an engagement and influencing calendar; and facilitating 1:1 engagement opportunities to maximise the impact of FiMT's work as a funder.
- Taking a lead on Public Affairs work, in liaison with the Head of Policy and Assistant Head of Policy, and with the support of FiMT's external public affairs provider, to help building relationships with key decision makers in Government and with parliamentarians in Westminster and the devolved Assemblies.
- Representing the Trust externally as required.
- Contributing to the monitoring and evaluation of FiMT's achievements and overall impact.

General responsibilities as a member of the Executive Team

- Provide advice, support and guidance to the Board and Committees.
- Operate within the annual budget according to the financial plan and produce the required reports to inform the management accounts.
- Any other duties appropriate to the post, as required by the needs of the organisation.

Skills, knowledge and experience

Guidance to applicants: when completing your application, you must demonstrate, fully but concisely, how you meet the criteria listed below:

Essential

- Knowledge of how policy and legislation are developed and implemented and how to influence these processes.
- Strong analytical skills and an ability to write clearly and concisely about complex issues.
- Ability to communicate clearly, sensitively, and persuasively.
- Ability to interpret and use research effectively.
- Strong project management skills, and an organised approach to work, with a high level of accuracy and attention to detail.
- Ability to deliver an outcome focused approach to influencing.
- Ability to work on own initiative without supervision, manage a diverse workload, prioritise tasks and work under pressure to meet tight deadlines.
- Ability to take the initiative, innovative and creative.
- Strong IT skills, including Microsoft Office, and experience of using social media for influence and associated monitoring tools
- Act as a good team member, able to work collaboratively.
- An interest in supporting the UK Armed Forces.

Desirable

- Experience of delivering events.
- Experience of working with the devolved nations of Scotland, Wales, and Northern Ireland.
- Experience of parliamentary processes or working with parliamentary stakeholders
- Good understanding of the issues affecting the Armed Forces community.
- Knowledge of charitable trusts and the role of funders.
- Knowledge of research methods and commissioning processes.
- Experience of impact measurement

Personal Attributes

- Integrity
- Intellect
- Sound work ethic
- Determination
- Flexibility
- Cultural and inter-personal awareness and sensitivity
- Initiative, subtlety, and the ability to work collaboratively

Applications

To apply, please email a CV (no more than 2 sides of A4) and a supporting statement to jobs@fim-trust.org, explaining how your skills and experience fit the role. The deadline for applications is midnight on Mon 24 June 2024.

Interviews will take place on Monday 15 July at Mountbarrow House, London.

Equal Opportunities

FiMT is an equal opportunities employer. We are committed to providing equal employment opportunities to all qualified individuals without regard to race, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military/veteran status, or any other characteristic protected by law. FiMT welcomes applications from all suitably qualified candidates eligible to live and work in the UK. We are committed to diversity, and to employee well-being, engagement and development.

Data Protection

The personal information that you provide will be used to process your application for employment with the Forces in Mind Trust. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.