Job description and person specification

Job title: Policy Officer (Maternity Cover)

Team: Policy Team

Reports to: Policy Manager

Salary: Circa £42k

Contract: Maternity cover, 12-month fixed term, with an ideal start early / mid Jan 2027

Hours: Standard full-time hours are 35 hours per week

Location: Hybrid (homeworking and 40% in central London office – 2 days per week)

Closing Date: Sunday 29th November

Interviews: London in person Thursday 10th December

About the Fundraising Regulator

The Fundraising Regulator is an independent, non-statutory body that regulates fundraising across the charitable sector in England, Wales and Northern Ireland. We own and maintain The Code of Fundraising Practice, which sets the standards for fundraising carried out by all charitable institutions and third-party fundraisers across the UK.,

We work in partnership with other regulators and the representative bodies in the charitable and fundraising sectors to build public confidence in fundraising and ensure fundraising best practice to protect the public and support the vital work of fundraisers.

We have a staff team of approximately 40 people, including staff based in Wales and Northern Ireland.

Our commitment to diversity, equality and inclusion

The Fundraising Regulator is committed to diversity, equality and inclusion. We are Disability Confident and commit to offering an interview to disabled applicants who meet the minimum criteria where practicable. If you would like your application to be considered under this scheme, please select that option when applying via our recruitment partner Doing Good Recruitment.

We want our workforce to be truly representative of the society we are here to support and protect so that we can regulate effectively and fairly. We particularly encourage applications from people with Black, Asian and Minority Ethnic backgrounds and people with disabilities as these groups are currently underrepresented at the Fundraising Regulator.

We are committed to providing an inclusive recruitment process and a flexible, supportive working environment.

If you require any part of this application or interview process to be adjusted to accommodate your needs, please let us know

Our values

The Fundraising Regulator's workforce is guided by four core values and behaviours: learning, quality, supportive and collaborative. We live these values through all areas of our work to support a positive organizational culture. We expect all applicants to demonstrate a commitment to these values.

Values	**Behaviours**
Learning	• Encourage new ideas • Challenge the past • Learning from others, reviewing and reflecting • Resilient, flexible and open to change
Collaborative	• Sharing skills and knowledge • Involving people • Not working in silos • Encouraging good communication
Quality	• Excellent customer service • Authoritative, accurate and transparent • Not perfectionists • Having the tools to excel • Value for money
Supportive	• Respecting individual needs • Kindness • Wellbeing • Accessible and available • Diverse, respectful of difference • Honest and fair

Benefits

We offer a range of benefits to all employees, including:

- A flexible working environment
- 27 days' annual leave, plus three days Christmas closure and bank holidays
- Generous pension contribution from day one
- Enhanced maternity, paternity and sickness pay
- Paid time off for volunteering
- Eyecare vouchers
- Bike to work scheme and season ticket loans
- Ongoing training and development
- Employee Assistance Programme

Purpose of the role

- There are two Policy Officers in the Policy Team. Reporting to the Policy Manager the Policy Officer supports the development and implementation of evidence-based policy work.

- Working on multiple projects closely with policy, casework and communications colleagues, the post holder will need to have an analytical approach, be skilled in report writing and be confident in engaging with stakeholders including fundraisers and organisations which support charities.

- The Policy Officers also take responsibility for handling enquiries we receive from fundraisers and from the public. The post holder will be able to communicate and promote standards to support improvements in fundraising practice and will feed that information into the development of evidence-based policy.

Key responsibilities

- Work efficiently and promptly on a range of policy-related projects, including development of policy, standards and guidance in all areas of the regulator's business.

- Respond to enquiries relating to fundraising standards and policy, including drafting clear and concise correspondence.

- Analyse intelligence, including internal enquiries data, to identify trends and emerging issues to ensure evidence-based development of policy and guidance.

- Work as a subject-matter expert to ensure consistency of knowledge across the organisation.

- Report writing, including generating and analysing evidence and data.

- Develop a range of public and sector-facing materials to ensure the standards are understood by different audiences.

- Work with key stakeholders on matters of regulatory significance, including liaison with charities, fundraisers, regulators, charity partners and donors.

- Support the Head of Policy and the Policy Manager in ensuring the FR's Board and Committees function effectively, including producing papers, minutes and follow up actions as required.

- Horizon scanning of relevant regulation, fundraising activity, and relevant consultations

- Represent the Fundraising Regulator at external meetings and events.

- Carry out other duties that may reasonably be required in line with your main duties.

Person specification

To be considered for the role, applicants should meet the criteria outlined in this person specification. You should make sure you refer to these criteria in your application.

Criteria	**Assessment**
Qualifications	
• None required for this role	
Work experience	
Essential • Experience of working in a policy, standards, analysis, research or similar relevant role • Excellent written and verbal communication skills, including ability to tailor messages for a range of different purposes and	These would be assessed via the application or

audiences. • Experience working on multiple projects using effective time management skills to meet deadlines and manage competing priorities. **Desirable** • A working knowledge of charities, regulation and/ or charity law	at interview stage.
Knowledge, skills and ability	
Essential • An ability to understand and apply standards and legal frameworks and exercise judgement in complex situations. • Strong investigative, research and analytical skills, including an understanding of how different types of evidence inform policy development. • Ability to analyse, understand and summarise information with excellent attention to detail. • Experience managing and maintaining effective relationships with stakeholders. • Strong ethical standards with a desire to work with honesty and integrity. • Experience of working effectively and proactively in a small team **Desirable** • A working knowledge of the Code of Fundraising Practice	These would be assessed via the application or at interview stage.