JOB DESCRIPTION

Job Title	Policy Manager
Department	Policy and Research
Reporting to	Head of Policy and Research
Line Manages	Policy Officer, Senior Policy Officer
DBS check requirement	Basic
Location	Avonmore Road, London W14 8RR (with hybrid working)

JOB PURPOSE

The Policy Manager will use the evidence and insight gained through our research, services, grants and campaign network to identify the problems that older people in poverty face and come up with innovate policy solutions to improve their lives. They will then work with colleagues across the organisation, particularly Public Affairs, Campaigns and Media, to influence policymakers and make these policy calls a reality.

KEY RESPONSIBILITIES

- Deliver programmes of work on key strategic policy areas, including taking the lead when developing new thinking and solutions that position Independent Age as a respected national influencer on the theme of poverty in later life.
- Work closely with the other Managers in the department (2 x Policy, 1 x Policy and Public Affairs in Scotland, 1 x Campaigns and 1 x Public Affairs) to ensure an integrated approach to policy and influencing activity, including playing an active part in cross department working groups.
- Develop evidence-based policy positions in designated priority areas; ensuring they are in line with emerging knowledge, the political landscape and most importantly the experience of older people in poverty.
- Build and maintain relationships with key external stakeholders and partner organisations - for example other charities, think tanks or public-sector bodies - through regular communication and by attending meetings and events.
- Conduct, and commission where necessary, innovative research to ensure our policy positions are informed by strong quantitative and qualitative evidence.
- Support the production of detailed, evidenced and powerfully written external resources including policy briefings, consultation responses, reports and policy positions.
- Work closely with colleagues across the organisation to both gather insight (through services, grants and campaigns teams) and share our work to support the objectives of other teams (e.g. fundraising).
- Input into the longer-term Policy and Influencing strategy, and business plans, so that all members of the Policy team know what they are working towards and why.

- Demonstrate collegiate, empowering and inspirational leadership;
  - Providing effective performance management of any reports with agreed objectives and development plans in place to enable them to perform their roles effectively;
  - Effectively managing any budgetary or financial responsibility, embedding a culture of financial awareness and scrutiny;
  - Maintaining compliance and adherence with all processes to ensure good governance

Management

- Champion Equity, Diversity and Inclusion in all that we do.
- Demonstrate empowering and inspirational leadership and effective performance management of line reports, with agreed objectives and development plans in place, to enable them to excel.
- Effectively manage budgetary or financial responsibility and support the embedding of a culture of financial awareness and scrutiny.
- Maintain compliance and adherence with all processes to ensure good governance.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- Purpose-driven - the experience, needs and views of older people are central to everything we do
- Compassionate - we listen, care and take action
- Expert - our work is evidence-based and solution-focused
- Collaborative - we work in partnership to maximise our impact
- Accountable - we work with integrity and transparency
- Inclusive - we value diversity and always treat everyone fairly with dignity and respect

To put our **EDI Principles** into practice, we will:

- proactively challenge ageism and all other forms of inequality and discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity.
- create a culture where everyone knows that they belong.

- ensure our leaders act as role models and champions.
- promote equity of opportunity for our staff, volunteers and the people who use our services.
- ensure our EDI plan is integral to our annual planning processes to ensure that we deliver our goals.
- collect data on diversity and inclusion to enable us to inform our work and review our progress and impact.
- be accountable and transparent about our progress.
- use our influence to proactively champion EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

PERSON SPECIFICATION

Essential:

- Experience of scoping, developing and leading complex programmes of policy development work that achieve tangible change.
- Experienced using public policy legislative procedures within the UK to advance positive change for older people.
- Experienced using different approaches to impactfully analyse and respond to external developments and identify issues speedily and effectively
- A strong understanding of how policy, public affairs and campaigning interact to make positive change happen, including an interest in politics and a good understanding of Westminster, Whitehall and local government.
- Proven ability to tailor written language to different audiences when writing briefings, consultation responses, and reports, etc.
- Experience of undertaking, commissioning and project managing qualitative and/or quantitative research to inform policy positions and development.
- Experience of involving people who are affected by an issue in policy and research activity.
- An understanding of the issues faced by older people.
- Experience of building good working relationships with a variety of internal and external stakeholders, including influencing politicians and decision makers.
- Strong verbal communication skills, with the ability to speak with people at all levels in person, by phone and email.
- Proven ability to work independently and proactively to meet strict deadlines on a number of concurrent tasks.
- Strong IT skills including use of Microsoft Office packages.
- A demonstrable passion for, and affinity with, our cause.

Desirable:

- Experience of line management.
- Experience of managing a budget.
- Experience of working with Public Affairs and Campaigns teams on legislation and national campaigns.
- Experience contributing to departmental or organisational wide strategy.
- Experience working on themes around poverty/low income or ageing.
- Experience working with, and providing policy expertise to, a fast-paced media team.