

Job Description

Job title	Senior Policy Adviser	Department	Insight & Policy
Reports to	Principal Policy Adviser	Section	JRF
Name of Line Manager	Darren Baxter	Location	York, London or Flexible
Date	February 2024	Grade J	

1. Purpose of job

1. To develop and lead projects that generate arguments and policies to address climate justice, including its relationship to poverty and economic insecurity, in the UK today and chart a course to a different and better future.
2. To seek out and connect with people or organisations developing new ideas and strategies that can contribute to this topic; and to develop proposals for how JRF should use its platform and resources to support their development and diffusion.
3. To project JRF's work externally in ways that seek to: shape the national conversation; influence power and decision making at the highest levels; build alliances and partnerships; catalyse social change across society; and nurture the seeds of longer range shifts in thinking and action.

We currently organise our Policy & Ideas work around the following issue areas: destitution and deep poverty; work; care, and housing, and want to expand our work to include climate justice, which the post-holder would lead. We want our work to confront the immediate manifestations of poverty but also the deeper social and economic conditions on which it rests. Programmes of work should integrate a focus on structural disadvantage, equalities and inclusion, in particular to honour JRF's commitment to being an anti-racist organisation.

2. Scale and Scope

1. *Reports to*: Principal Policy Adviser, with management relationships structured around work demands, pastoral support, and personal growth and development.
2. *Budget & People*: expected to help initiate and design proposals for how JRF should deploy its resources to maximise impact (across staffing and external spend). No formal line management responsibility, but opportunity to supervise and coach those working with JRF as part of early career programmes.
3. *Decision Making*: expected to design and develop programmes of work in advance to formal decisions about approving work and allocating resources.

3. What Defines Success in the Role

1. **Intellectual and analytical contribution:** Analysing challenges and problem solving through clear thinking and critical engagement with data, evidence, practice and values; to develop arguments, policies and ideas.
2. **Designing and leading projects:** Responsible for managing and delivering policy & ideas projects, working across disciplines and deploying a range of methods. Expected to initiate and develop ideas for future work. Excellent written output which builds an arguments and can engage and persuade.
3. **Managing partnerships and diverse relationships:** Building – and working alongside – a rich and diverse network that unlocks ideas and inspiration. Commissioning work and leading significant partnerships. Engaging with people with direct experience of poverty.
4. **External influence and impact:** Promoting JRF's work with key audiences and decision makers, through direct meetings, events and the media (including on-line). Building external profile and a growing reputation on climate-related issues. Identifying opportunities for JRF to catalyse change through practical experimentation and backing emerging real-world alternatives.
5. **Personal growth and organisational input:** Taking active ownership of stretching learning, growth and development goals. Making valuable organisation wide contributions to JRF being a high performing, happy and fulfilling place to work.

4. Knowledge, Skills & Experience

Knowledge

- Significant knowledge of policy issues related to climate justice and how they intersect with wider issues of social and economic disadvantage.
- A strong understanding of how policy making works across the UK, devolved and sub-national governments.
- An awareness and engagement with relevant political, policy and intellectual debates, plus models and approaches to social change.
- A good understanding of how analytical tools and methods can be used to understand and grapple with an issue (either quantitative and experiential).
- Knowledge and understanding of key elements of a diverse and inclusive organisational culture.

Skills

- Ability to analyse and unpick complex policy dilemmas; drawing on key literature, research evidence, leading-edge practice and everyday experience.
- Ability to think critically and creatively, analyse and problem solve, and contribute to the generation of new ideas and alternative ways of approaching an issue.
- Ability to communicate arguments and ideas persuasively, via writing and speaking.

- Ability to seek out ideas, examples, people and perspectives beyond JRF and forge relationships and partnerships that enrich our work and contribute to our mission.
- Ability to work in partnership, collaborate with others and commission effectively (working with a diverse range of people, including those with experience of poverty).

Experience

- Experience of working on policy issues relating to climate justice.
- Experience of contributing positively and effectively in a team environment.
- Experience of engaging with a range of stakeholders around policy issues.
- Experience of taken steps to learn, develop and improve at work and make a positive contribution to an organisation.

5. Values and behaviours

Role model, champion, support as well as holding others to account for living our values through demonstrating the key behaviours which underpin our values.

Create and champion a culture of trust by:

Acting with Integrity – doing the right thing in the right way and delivering on promises

Always Improving – open to new ideas, feedback and embracing change

Communicating well – listening without judging, sharing information in a way that makes sense to the receiver, asking questions, being curious to ensure understanding and adapting style to achieve the best outcomes.

Create and champion a culture that cares by:

Supportive – giving people time, considering their wellbeing and perspective when acting

Inclusive – actively valuing difference (e.g. behaviour, cognitive, gender, sexuality, ability, religion, race, background, perspective), people are proud of who they are

Respectful – showing polite and courteous behaviour, treating people with the same respect irrespective of their personal circumstances irrelevant of position.

Create and champion a culture that makes a difference by:

Working together – focusing on what's best for the organisation, sharing information, encouraging teamwork and spotting and solving problems

Outcomes focused – focusing on delivering outputs and outcomes through teams in line with business and strategic plans

Resourceful – proactive and regular review to optimise all our resources, finding new ways to deliver value for money through our activities.