

## Job Description:



# Policy and Practice Manager

Reports to:	Head of Policy
Location:	Remote (UK-based) with occasional travel
Salary:	£42,750.00 per year (plus ILW £3,483.94)*
Length of contract:	37 Hours per week, permanent

*Please note that we do not invite enquiries from recruitment agencies.*

*\*If applicable*

## Main Purpose of Post

This post will play a key role in ensuring Women's Aid continues to be recognised and respected as the survivor-centred expert voice on domestic abuse, with a particular lead on amplifying the voices of our member services. In particular, the post holder will be responsible for delivering an organisation-wide local influencing strategy and lead on other areas of strategic policy focus.

The post holder will work closely with the Policy and Membership teams to ensure that Women's Aid responds effectively to the implementation of the Domestic Abuse Act 2021, the Health and Social Care Act, and Victim and Prisoners Bill. The role will be responsible for building sustainable relationships and influence with key local stakeholders across England, including local authorities, commissioners, and Women's Aid member services.

You will: provide line management to the Policy & Practice part of the Policy team; ensure that the public, stakeholders, Women's Aid's member services and staff are supported with policy expertise on a range of areas; champion best commissioning practice; coordinate policy responses to government and other agencies; and work with senior leaders across the organisation to ensure that Women's Aid and its members are equipped to seize key policy opportunities. The post holder will seek to ensure that Women's Aid has a robust local network across England and a long-term strategy for influence.

# Duties and Key Responsibilities

## Strategic Planning and Coordination

1. To develop and be responsible for a range of strategic policy areas. This will include the delivery of a 'local influencing strategy' for Women's Aid, working across teams to coordinate a programme of activity targeting Women's Aid member services, commissioners and local authorities, and public sector agencies.
2. To oversee Women's Aid response to the implementation of the Domestic Abuse Act 2021, Health and Social Care Act and Victim and Prisoners Bill, working with senior leaders across teams to ensure a robust structure for delivery, internal buy-in and a clear evaluation process.
3. To take responsibility for project reporting and budget management for the local influencing strategy ensuring that activity meets deadlines, is monitored effectively and information is accessible and clear to a range of teams.

## Policy and Practice

1. To provide policy expertise and advice on a range of areas, ensuring all organisational outputs are high quality and align to Women's Aid's policy priorities and positions.
2. To manage relationships with member organisations and local and regional politicians and stakeholders across England.
3. To work with the Head of Policy and the Policy & Practice part of the team to identify and disseminate opportunities for Women's Aid to influence, including the implementation of the Victim & Prisoners Bill, keeping relevant senior colleagues appraised as necessary.
4. To support the Head of Policy by identifying relevant public affairs opportunities, and by keeping them informed of key developments, members' concerns, and data.
5. To work with the Head of Membership to identify and respond to risks posed to (or concerns raised by) Women's Aid member services, and work with relevant internal and external stakeholders, including survivors of domestic abuse, to ensure that any risks or concerns are mitigated effectively.
6. To act as a policy spokesperson within the team for Women's Aid member services, speaking at relevant conferences, events, and webinars, having direct relationships with senior representatives at member services.).
7. To represent Women's Aid in the media and at relevant external events when required.

8. To oversee a programme of engagement with local authorities, health bodies and commissioners, to be delivered by the Policy & Practice part of the team.
9. To coordinate responses to policy and consultation requests from Government and parliament on a range of issues in partnership with other colleagues across the organisation.

## General Responsibilities

1. To provide line management and development support to the Policy & Practice part of the Policy team – comprising of a Senior Policy and Practice Officer and a Policy and Practice Officer.
2. To produce reports on work programmes and activities as required by the Board and the Executive Leadership Team.
3. To contribute expertise and project updates to relevant internal meetings and to feed into cross-organisational priorities, and to participate in supervision and appraisal meetings.
4. To identify and pursue relevant funding opportunities for the local influencing strand of Women's Aid work, working with other teams as required.
5. To abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.
6. To deputise for the Head of Policy and other colleagues where required and be flexible within the broad remit of the post.

## Other

- Based in Bristol, London or remotely, this job may involve occasional travel throughout England.
- Occasional unsociable hours are also required.

## Person Specification

### Experience: Essential

- Experience of planning and delivering successful policy and stakeholder engagement strategies to achieve change in a national charity, ideally at a local level.
- Demonstrable evidence of driving change through an organisation with a programme of work and ensuring strong sustainable adoption across relevant teams
- Experience for bringing together a range of external stakeholders on a particular campaigns or policy project.
- Experience of line management.
- Experience of engaging with key (senior) external stakeholders and decision makers, such as civil servants, local authorities, and commissioners.
- Experience of stakeholder management and working in partnership with external organisations, such as charities.
- Experience of coordinating project work across teams within an organisation.
- Experience of writing policy briefings, reports, and communications materials.

## Experience: Desirable

- Experience of budget management.

## Knowledge: Essential

- Demonstrable understanding of, and experience in, securing policy change in the charity sector.
- Experience of developing strong and influential relationships change with Government departments to support service delivery.
- Demonstrable understanding of the issues and challenges currently facing Women's Aid's member services.
- Robust knowledge of the issues facing women and children affected by VAWG and/or domestic and abuse.
- A clear understanding of local authority commissioning processes.

## Skills: Essential

- Excellent communication, writing and engagement skills for a range of audiences, including with senior colleagues.
- Ability to communicate sensitively about issues affecting women and children survivors of domestic abuse.
- Ability to analyse complex policy information and disseminate to key audiences.
- Ability to develop and deliver a long-term influencing strategy, with clear objectives, a theory of change and an evaluation mechanism.
- Ability to plan and coordinate projects, plan, and prioritise, work to tight deadlines and respond to urgent demands in a complex, changing environment.
- Strong organisational skills and the ability to work to a high standard of accuracy, and under pressure, in a busy team.
- Ability to represent an organisation externally on domestic abuse issues, including in meetings, events and to the media.
- Ability to demonstrate leadership within a team setting.

## Skills: Desirable

- Ability to identify relevant funding opportunities.
- Experience in bid writing for domestic abuse and /or VAWG funding

## Education / Training: Desirable

- Degree or equivalent
- Evidence of Continuous Professional Development

## Other Requirements

### Essential

- Able to demonstrate a commitment and sensitivity of the aims and objectives of Women's Aid;
- Commitment to anti-discriminatory practice and equal opportunities;
- Willingness to work occasional unsocial hours as required.

## Benefits

- Generous Annual Leave: 28 days, rising to 30 with long service, plus 8 bank holidays.
- Extra Leave Days: Celebrate International Women's Day and the Tuesday after the August bank holiday.
- Valuable Pension Benefits: Join Women's Aid pension scheme with a 7% employer contribution.
- Flexible Working: remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- Wellness and Support: Cycle to Work Scheme, free optician check-ups, annual flu vaccines, and 24-hour counselling helpline.
- Mental Health and Well-being: 'Reflective Practice' sessions, team catch-ups, access to 'Headspace' for mindfulness, and Employee Assistance Program with counselling and advice services

## Summary of Terms and Conditions of Employment

**Terms of appointment:** Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post. During the probationary period employment may be terminated in writing, giving one week's notice by either party (this may be waived by mutual agreement). Only any statutory dismissal procedure will apply during the probationary period. There is no probationary period for contracts of under 3 months.

All posts are subject to a DBS check, two suitable references and right to work checks.

**Salary:** £42,750.00 + ILW where applicable + benefits. Salary is paid in arrears through bank credit by the 25<sup>th</sup> of each month. Part time staff receive pro-rata payment based on hours worked.

**Working hours:** The standard working hours for this post are 37 hours per week, based in London/Bristol/Remote UK based; benefits include a generous bank holidays and annual leave package and contributory pension scheme. All posts, including remote posts must be based in the UK.

**Support and supervision:** Women's Aid has a commitment to providing regular supervision and support to staff with annual appraisals forming a key part of staff development. We have a training policy in place and encourage staff to take an active role in their career development plan.

**Pension:** Women's Aid is enrolled with the People's Pension scheme. Women's Aid normally contributes 7% of salary and the employee contributes 3% towards the group pension scheme. Eligible staff will be automatically enrolled on the scheme when they have successfully completed the 3-month interim probationary review.

**Annual Leave:** Women's Aid offers an annual leave entitlement of 28 days per year rising by one day per year until 30 days annual leave per year is reached. In addition, we offer 8 days public holidays plus 2 additional days in March and August. Plus, three days of 'end of year' leave, bridging the gap between the festive holiday period and new year to allow colleagues to rest and recharge during this unique quiet time. All leave entitlement is calculated pro-rata for part time employees

**Other leave:** Employees have contractual rights to time off for reasons of sickness, maternity and other circumstances.

**Period of notice:** 2 months after your probationary period has been completed.

**Union:** You have a right to membership of a trade union. Women's Aid recognises Unison.

**Asylum and Immigration Act 1996:** To confirm your right to work in the UK, Women's Aid will need to see the original of at least one document from a specified list (available on the UK Government website). Most commonly this is a British Passport.

Additional information is available on request.