

INTERIM POLICY AND RESEARCH LEAD (Maternity cover)

ROLE PURPOSE AND SCOPE

2027 is a landmark year for Coram PACEY as we celebrate our 50th anniversary. With a major programme of policy and campaigning activity planned, including a landmark piece of research into the future of childminding, this is an exciting time to join the organisation.

As Maternity Cover Policy and Research Lead, you will play a key role in developing and delivering Coram PACEY's policy priorities and campaigns. You will provide expertise across key policy areas, support the Head of Coram PACEY to represent members' concerns, and work with decision-makers, campaigners and partners to influence meaningful change for childminders, home-based childcare professionals and the wider early years sector.

You will monitor political, regulatory and policy developments, maintain relationships with key stakeholders, shape policy positions and help turn evidence into impactful campaigns - playing a vital role in delivering our mission to reverse the decline in registered childminders.

POSITION IN ORGANISATION

Department: Policy

Reports To: Head of Coram PACEY

Location: Hybrid (Home Based/London)

Contract: 21 hours per week

Duration: Temporary contract - maternity cover (13 months)

Salary: £21,600 per annum (£36,000 FTE)

Responsible for

People: Policy and Campaigns Officer

KEY RESPONSIBILITIES

1. RESEARCH, POLICY DEVELOPMENT AND DISSEMINATION

- Lead key elements of Coram PACEY's 2026–27 policy work programme, with a particular focus on delivering and disseminating a landmark piece of research on the future of childminding, and translating its findings into clear policy recommendations and influencing activity.
- Undertake targeted research and evidence gathering, engage with Coram PACEY members through surveys, social media and other forums to ensure their experiences inform our policy and campaigning work.
- Work with colleagues across the Coram Group to align messaging, share political intelligence and maximise opportunities for influence.

- Maintain relationships with relevant organisations, think tanks, influencers and sector experts to support collaborative policy development and campaigning.
- Produce high-quality policy and communications materials, including briefings, reports, consultation responses and media content, and support dissemination of the research.
- Monitor political, policy and media developments, providing timely updates, advice and intelligence to colleagues and members.

2. INFLUENCING CHANGE

- Identify, develop, and implement influencing strategies relating to Coram PACEY policy and campaigns objectives, including external collaboration and member activism.
- Deliver parliamentary campaign celebrating our 50th anniversary, increasing the visibility of childminders and nannies amongst key MPs and Peers
- Horizon-scan, monitor and proactively identify external opportunities, and liaise with Head of Coram PACEY over next steps and possible actions to take.
- Participate in, contribute to, and gather insight from other organisations that campaign for change on issues affecting the early education and childcare sector.
- Along with the Head of Coram PACEY, represent Coram PACEY and the views of its members at meetings and events with Ministers, lead civil servants, policy makers, government project groups and other key influencers.

3. MANAGEMENT AND LEADERSHIP

- Effectively manage and develop the Policy and Campaigns Officer supporting them on delivery and building their skillset.
- Attend the Coram policy and public affairs group meetings
- Support Coram PACEY's culture in your area of responsibility

4. COMMON ORGANISATION WIDE RESPONSIBILITIES

- Flexibility
- Customer focused (internal and external customers)
- Working co-operatively across teams and departments

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.