Job Description

Job Title: Senior UK Policy & Public Affairs Officer

Department / Team: Engagement & Influencing

Location: UK-based with travel within Scotland and England to engage colleagues, external partners, and policy-making stakeholders.

Contract: Permanent, Full-Time (37.5 hours per week)

Salary: £36,308 per annum (Grade SS9-SS12)

Reports To: Strategic Communications Lead, with functional accountability to the Development Director for the alignment and delivery of policy priorities and influencing activity.

Role Profile

The Senior UK Policy & Public Affairs Officer plays a vital strategic and operational role in advancing MCR Pathways' mission to bridge the education, skills, and opportunity gap for young people facing barriers to reaching their potential. Sitting within an integrated Engagement & Influencing model alongside communications colleagues, this post coordinates and delivers policy monitoring, political stakeholder mapping and policy advocacy activity across the UK, working within agreed organisational priorities.

The postholder acts as the operational engine behind this activity, leading much of the preparation, coordination, briefing and follow-up that enables the senior executive leadership team, primarily comprising the CEO and Development Director, to deliver high-level policy positioning and engagement with key policymakers and stakeholders. The postholder will identify and progress opportunities, develop briefings and supporting materials, coordinate meetings and ensure effective follow-through, while senior executives lead the principal external engagement and representation.

This is a highly engaged role, requiring regular interaction across the UK's political and policy landscape. The postholder will translate MCR Pathways' evidence, impact data, operational learning and experience into rigorous, compelling policy papers, consultation responses, recommendations, briefings and evidence

submissions. Championing the power of mentoring is at the heart of the role, alongside proactively cultivating strategic relationships across Westminster,

Holyrood, local authorities and combined authorities. A central focus will be supporting MCR Pathways' influencing ambitions, including building the political case for a Trusted Adult Guarantee and helping to set the foundations for its adoption as MCR Pathways consolidates and expands its presence across the UK.

MCR Pathways is committed to safeguarding and promoting the welfare of young people. We expect you to share this commitment. That's why this post is subject to appropriate vetting, including a criminal record check and a PVG / DBS Scheme membership.

How this role fits into the team

Role	Support Tier	Scope & Primary Focus
CEO, Development Director & Executive Team	Strategic Governance & Principal Representation	Leads high-level policy engagement, serves as principal external representatives, and maintains executive political alignment.
Strategic Communications Lead	Strategic Direction & Team Leadership	Supports CEO, Development Director & Executive Team to translate organisational strategy into national growth initiatives, manages strategic alignment, and line manages the integrated team.

Senior UK Policy & Public Affairs Officer	Strategic & Operational Policy Lead	Translates MCR Pathways' evidence and experience into compelling policy work and builds relationships across Westminster, Holyrood and local government to advance the Trusted Adult Guarantee and UK expansion. The postholder is the operational engine driveing the activity behind senior leadership engagement, coordinating opportunities, briefings, preparation and follow-up.

Key Responsibilities

Policy Analysis, Submissions & Evidence Gathering

- Monitor UK policy developments and parliamentary activity across Westminster and Holyrood, identify emerging priorities and opportunities for influence, and assess where MCR Pathways' evidence, expertise and experience can contribute to policy development and public service reform.
- Draft high-quality reports, policy briefings, consultation responses, policy recommendations, calls for evidence and submissions to relevant parliamentary inquiries, reviews and commissions.
- Translate ground-level impact data and mentoring outcomes into rigorous policy papers that evidence value to UK decision-makers.
- Work closely with internal teams (Development, Delivery, and SE&I) to ensure evidence of impact is effectively structured and shared with UK decision-makers to shape policy. Moreover, identify opportunities to share relevant evidence, learning and policy insight across the Scottish and Westminster policy environments.

Political Stakeholder Mapping & Relationship Building

- Map regional political landscapes and engage local authority and combined authority leaders to pave the way for development/entry into new geographic areas.
- Cultivate strategic relationships with policymakers, parliamentarians, civil servants, advisers, think tanks and national partners across England and

Scotland, identifying potential champions for mentoring and MCR Pathways' priority policy agendas.
- Advance key strategic advocacy initiatives, including the Trusted Adult Guarantee, across statutory bodies and government departments.

Cross-Sector Alliances & Parliamentary Engagement

- Foster cross-sector alliances, policy roundtables, and parliamentary engagement to position youth mentoring within national education and care agendas.
- Identify and progress appropriate opportunities for the CEO, Development Director and other senior leaders to engage with political and policy stakeholders, coordinating research, briefing, preparation and follow up.
- Work collaboratively within the integrated team under a shared workplan to align public affairs activities with communications drives.

Governance, Risk Mitigation & Regional Support

- Ensure MCR Pathways' language and brand consistency across all policy advocacy and public affairs outputs.
- Provide timely policy and political intelligence to senior leaders on Government priorities, legislative developments, emerging opportunities and potential risks, supporting organisational decision making and strategic planning.
- Serve as the public affairs resource for internal professional services (Development, Delivery, SE&I) and regional teams.

Person Specification

Category	Essential (Required)	Desirable (Bonus)
Qualifications & Training	Qualification in public policy, public affairs, politics, or equivalent practical experience. Specialised training in policy analysis, parliamentary procedure, or statutory consultation processes.	
Experience	Demonstrable experience in a public affairs, policy, or parliamentary role. Experience delivering parliamentary exhibitions and engagement events, such as political party conferences, etc. Proven track record of monitoring policy, drafting consultation responses, and writing executive briefings. Experience mapping political stakeholders and coordinating senior engagement across local authorities, combined authorities, or national governments.	Experience working within policy and public affairs within a charity, education, or non-profit environment. Experience in advocacy for disadvantaged and or care experienced people Experience using project management systems (e.g., ClickUp) to manage task workload. An understanding of trauma-informed approaches, coproduction, and young people's rights.

	Experience using impact data to build evidence-based policy papers.	
Skills & Competencies	Comprehensive understanding of UK political systems, including Westminster, Holyrood, local authorities, and combined authority frameworks. Exceptional written communication skills with the ability to draft concise, high-impact policy briefs, recommendations, and consultation responses. Strong analytical skills to translate complex data into compelling policy arguments. Ability to work collaboratively within a combined communications and public affairs model under a unified workplan. Solid understanding of safeguarding procedures, media/policy consent, and organisational stewardship.	Knowledge of national care and education agendas across Scotland and England. Understanding of strengths-based storytelling and advocacy principles.

Personal Attributes	High level of empathy and a genuine passion for MCR Pathways' vision. Proactive, analytical, strategic thinker and highly collaborative team player. Adaptability, and ability to deliver high quality work whilst managing competing priorities. An active listener, who is a good communicator, and adopts positive, solution-focused approaches to support task completion. Possesses a valid UK driving licence (or access to suitable transport) for external partner and stakeholder meetings across the UK.	