

Job Description

Job Title:	Policy Officer
Service:	Policy and Practice Change, Coram Children's Legal Centre
Contract Type:	12 months Fixed-Term
Reporting to:	Head of Policy and Practice Change
Accountable to:	Policy Manager, Legal and Policy Manager
Supervisory Responsibilities:	Interns and Advisers as assigned
Hours:	Part Time, 21 hours per week (0.6 FTE)
Location:	Coram Campus, London with some remote working after the settling in period
Salary Range:	£15,000 to £19,200 per annum (£25,000 to £32,000 FTE)

Coram is a progressive and responsive children's charity which draws upon a distinguished history and reputation for contemporary practice in creating better chances for children. With some 250 staff, a distinctive headquarters near King's Cross and service delivery teams across England, Coram strives to be a credible, respectful, professional, dynamic and committed organisation where these values infuse all that we do to promote the welfare and rights of children.

Part of the Coram group, Coram Children's Legal Centre is the UK's leading children's legal charity. We are committed to promoting children's rights in the UK and worldwide. We provide free legal information, advice and representation to children, young people, their families, carers and professionals, as well as training and consultancy on child law and children's rights.

The Policy and Practice Change team at Coram Children's Legal Centre promotes the rights of children and young people in the UK based on CCLC's core areas of legal work: immigration, education, community care and access to justice / children's rights. It undertakes policy advocacy to protect and promote the rights of children and young people in UK law and policy and convenes the children's sector in its core thematic areas, as well as supporting Coram Group level policy output and coordination. PPC also produces online content and guidance and delivers training to professionals on children's rights.

Purpose of the Role:

This role contributes to the effective delivery of PPC programmes, delivering work towards PPC's policy priorities in line with funded project objectives and agreed goals.

Main Duties & Responsibilities:

- To deliver work on CCLC's policy programme in agreed areas.

- To contribute to the approved programme of policy advocacy, including events and meetings, consultation and inquiry responses, briefing notes, position papers and reports on relevant areas.
- To contribute to ensuring all relevant targets are met, in line with grant commitments and income targets, and contribute to internal and external reporting.
- To develop the active inclusion of the voices of children and young people in policy.
- To establish, develop and maintain positive relationships with partnership organisations to advance CCLC's position as a leader in the policy arena.
- To coordinate across the Coram group on policy priorities and outputs, including especially working with Voices in Action.
- To work with the Group Head of Communications to deliver an appropriate programme of media promotion and comment, acting as a commentator if/when authorised.
- To contribute to the strategic development of CCLC and Coram's policy and public affairs function.
- To represent CCLC as appropriate and within areas of competence in meetings, conferences and relevant events.
- To maintain commercial awareness.
- To support interns/advisers as required.
- To maintain knowledge of the policy landscape and relevant legislation, policies and case law relating to children's rights.
- To keep records and maintain systems and to support CCLC in maintaining effective systems, templates, records, files and data management in accordance with CCLC's confidentiality policy.
- To support CCLC's compliance with all Coram and CCLC policies and procedures including safeguarding protocols and all relevant regulatory and professional standards and support processes for quality assurance, evaluation and learning.
- To contribute positively to the day-to-day work of CCLC.
- Any other duties within competence as agreed.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).