

JOB DESCRIPTION

We support people who are homeless or at risk of homelessness to achieve a meaningful and independent place in their community.

JOB TITLE:	Public Affairs & Policy Manager
REPORTS TO:	Director of Growth & Engagement
SALARY:	Grade 5, Points 44 – 48, £41, 284 - £45, 112
ADDITIONAL BENEFITS TO SUPPORT EMPLOYEES:	<ul style="list-style-type: none"> • Pension (auto enrolment) and Death in Service benefit of 2 x salary • Health Shield Benefit - provides access to a range of valuable cash benefits and services, such as dental and optical care, physiotherapy, scanning facilities and 24-hour counselling and Advice Line (opportunity to upgrade and add family). • Benenden Health – Private Health Care paid for by Simon Community which gives permanent employees access to 24/7 GP services, medical diagnostics, medical treatment, physiotherapy (option to add family and friends for an additional cost). • Holidays - 25 days per year – increasing by 1 additional day per year of service up to a max of 30 days. Increase is effective from the 1st April each year, once a full year of service has been completed. Additionally, 12 customary holidays (normally Bank and Public Holidays) at normal basic pay rate. • Bank & Public Holidays – paid at premium rates at time and a half and double time. • Additional Hours – paid at time and a quarter. • Other Benefits – occupational sick pay, enhanced maternity/paternity leave entitlement, career breaks (subject to 2 years' continuous service). • Training – thorough accredited induction training and continued access to ongoing personal development.
DEPARTMENT:	Growth & Engagement
LOCATIONS:	Central Office, Belfast
HOURS OF WORK:	35 hours per week, mainly Monday to Friday. A hybrid working system is in place (at least 2 days in office per week). A flexi-time system is in operation and reasonable hours outside of this will be required to fulfil the duties of this position (some evening and weekend work).
JOB PURPOSE:	<p>Simon Community's Public Affairs & Policy Manager will lead our efforts in advocating for policies and initiatives that end homelessness across NI. As part of our wider Growth & Engagement team, you will work collaboratively across the public, political and voluntary sectors to amplify the voices of the people we help and advocate for policy change.</p> <p>The postholder will develop research-based policy positions, identify and deliver clear opportunities for public and political engagement, and mobilise support from a range of stakeholders. You will build a network of constructive relationships with decision makers, influencers and political parties, and engage with the media on a regular basis, acting as a spokesperson for Simon Community when required.</p>

MAIN RESPONSIBILITIES:

Strategy & Management	<ul style="list-style-type: none">• Develop our strategic approach to public affairs and advocacy, advising senior management and the Board of Trustees on the political landscape and how to position Simon Community to achieve systemic change.• Provide leadership and expertise on all areas of policy and political engagement.• Create and maintain a close network of sector and provider partners, with the goal of working together to achieve our shared strategic goals of ending homelessness in NI.• Represent Simon Community externally at meetings, conferences and external engagement opportunities, as appropriate.• Develop and monitor budgets in line with Simon Community processes.• Maintain and develop excellent working relationships across the wider team of Simon Community.• Take responsibility for specific projects and opportunities as agreed with Director of Growth & Engagement.• Evaluate the success of all activities and campaigns and make strategic recommendations for the future.• Support the wider Growth & Engagement team and provide assistance outside of this role profile as required.• Ensure all activities are carried out in line with Simon Community values.
Public Affairs & Policy	<ul style="list-style-type: none">• Lead the development of our policy positions, providing robust arguments and briefing materials, grounded in evidence and research.• Proactively build and maintain excellent relationships with policy makers, special advisors, politicians and advocacy groups to influence public policy and funding decisions.• Working very closely with the Head of Research & Development, support the development of our research agenda, with the aim of improving our understanding of the issues, and recommended solutions.• Gather and consolidate data on homelessness trends, demographics, and service needs.• Gain in-depth knowledge and analysis on specific areas of policy related to homelessness, and develop new positions and solutions that can be used for our influencing work.• Produce high-quality written recommendations, briefings, publications, presentations, and other materials that communicate complex messages clearly and effectively to a range of audiences.• Advise and support the CEO in managing relationships with senior political figures and advisers.• Collaborate with research organisations, think tanks, academic institutions and subject matter experts by sharing expertise, data and research to support policy positions and strengthen campaigns.• Ensure Simon Community representation at all relevant stakeholder groups and meetings, including APG for Homelessness.• Produce regular, up to date and concise analysis of policy developments and share internally in order to increase the knowledge base across Simon Community.• Keep abreast of the political and legislative climate and advise the organisation on the opportunities these provide to further our objectives.
Campaigns, Media & External Communications	<ul style="list-style-type: none">• With the Communications Business Partner, maximise opportunity for media engagement to improve Simon Community's visibility, influence and impact.• Deliver regular public perception research/polling to inform the direction of future activity.• Working with the comms team, ensure we have a bank of stories and supporting

	<p>content that illustrates the human impact of policies on families and individuals experiencing homelessness.</p> <ul style="list-style-type: none"> • Act as a media spokesperson as appropriate. • Identify and support delivery of strategic advocacy campaigns or initiatives that align with our strategic priorities, and resonate with the public and policy makers. • Maximise the use of our digital channels to drive engagement and understanding of our policy and public affairs work.
Ensure Quality Assurance/ Continuous Improvement	<ul style="list-style-type: none"> • Support and participate in the implementation of agreed improvement plans within a culture of continuous improvement and service excellence. • Carry out all duties in accordance with Simon Community quality procedures.
Ensure Health and Safety and Good Housekeeping Practices	<ul style="list-style-type: none"> • Always adhere to the Simon Community N.I. health and safety policy. • Record and report any defects and accidents in the property. • Act as fire warden and/or first aider as needed. • Support health and safety risk assessments as appropriate, and the implementation of any agreed actions.
Promote Equal Opportunities	<ul style="list-style-type: none"> • Contribute to promoting an environment where equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice are promoted in accordance with Simon Community principles, policies and procedures.
Promote our aims and objectives	<ul style="list-style-type: none"> • Promote the organisation's mission, values, aims and objectives and ensure all organisational Policies and Procedures and Staff Code of Practice are followed at all times.
Other Responsibilities	<ul style="list-style-type: none"> • Carry out all other reasonable duties commensurate with the role as may be required.

Please note that this job description provides an indication of the roles and responsibilities and is not an exclusive list of the duties that the postholder may be asked to undertake.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	<ol style="list-style-type: none"> 1. At least 3 years' experience at a senior level managing a public affairs, policy or media function. 2. Experience of communicating complex information clearly, concisely and persuasively, both verbally and in writing. 3. Experience of acting as a spokesperson for an organisation. 4. Experience of budget and project management.
DESIRABLE CRITERIA	<ol style="list-style-type: none"> 1. Full current driving licence or, if a disability prevents driving, an alternative means of transport to enable the duties of the post to be carried out in full.
SKILLS, ABILITIES & KNOWLEDGE	<ul style="list-style-type: none"> • Strong understanding of Northern Irish politics and the policy making process in our devolved context. • Proven track record of successfully influencing different audiences. • Excellent interpersonal and relationship building skills. • Ability to represent Simon Community in meetings, on the media and on public platforms • Ability to analyse, interpret and communicate facts and statistics. • Proven ability to innovate and grab new opportunities.

	<ul style="list-style-type: none">• Ability to work independently and proactively.• A working understanding of the issues affecting homelessness and/or the voluntary sector in NI.• Excellent workload management skills and ability to prioritise to meet targets and deadlines.
OUR VALUES	<ul style="list-style-type: none">• Our values are fundamental to how we work with clients and each other.• We are driven by our values of being non-judgmental, being trustworthy and being dedicated to the people we support.