

## Job Description

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Job Title	Senior Policy Researcher (Westminster)
Location	Home based (Home working with <b>regular</b> meetings in London)
Salary	
Hours	Full Time, permanent
Reports to	Director of Policy and Research

### **Main purpose and scope of the role:**

Parentkind is a national charity representing 13,000 Parent Teacher Associations (PTAs) and has a long term ambition to be the voice of parents in policy making.

We are looking for someone to support our work in Westminster and Whitehall, improving our relationships across Parliament and inside government as we seek to be the credible voice of parents in UK policy making.

The successful candidate will have demonstrable experience of advocacy and policy research in Westminster, either within Parliament or government. If you have a passion for politics, a background in policy research and an interest in education policy and politics this is the role for you.

The role will involve:

- Conducting research on parents, including polling of parents and their views. We have an ambition to make high quality policy recommendations based on this research.
- Alongside the research requirements of the role, you will be expected to support our political and broader stakeholder engagement activity to make sure the work we do is seen by the right people.
- Organise and plan political events to communicate our research, including roundtables, lunches and dinners and launch events in Westminster.
- Lead on responding to public consultations on behalf of Parentkind to ensure the voice of parents is heard in the public consultations.

You will represent Parentkind at important events and meetings and have the chance to promote our research and policy recommendations. We would particularly welcome candidates who can demonstrate some media experience, including writing press releases and placing stories with national media outlets.

### **Duties and key responsibilities**

#### *Policy research and analysis*

- To conduct research under the guidance of the Director of Policy and Research.

- To produce summarise large amounts of information and produce briefing material on education policy for external audiences, often at pace.
- To support the development of parent opinion polling related to our policy work.
- Respond to relevant consultations on behalf of Parentkind.

### *Policy development*

- To provide rapid briefing material for any relevant future business relating to Parliament and the UK government.
- To provide political monitoring and identify opportunities for political engagement.
- To support the development of policy recommendations and experience of publishing policy related research.

### *Political engagement*

- To plan and organise political events, such as roundtable discussions, lunches and dinners and launch events in Westminster.
- To identify political stakeholders relevant to our work in Parliament and the UK government, including:
  - officials inside government departments,
  - elected representatives,
  - think tanks and other relevant research institutions.
- To maintain a wide range of political contacts and meet with political stakeholders to promote our research and policy work.
- To meet with organisations with an interest in our work and provide effective briefings.
- To attend party conferences and other education led events to represent Parentkind.

### *Media engagement*

- To support the Director of Policy and Research in media engagement, including background research for press releases.
- To summarise our policy and research ready for social media platforms.

**Person Specification**

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You will be expected to demonstrate the following:

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience of working in a policy or political environment in Westminster.</li> <li>• Proven track record of conducting policy research (preferably in education policy) and making policy recommendations.</li> <li>• Experience of (or a good understanding of) Parliamentary business and processes, including questions.</li> <li>• A background in drafting concise briefing material, summarising large amounts of information with political advice.</li> <li>• Some experience of organising policy led events such as roundtables, panel events and report launches.</li> <li>• Experience of presenting and/or briefing political audiences and acting as a representative of a policy led organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a think tank, journalism or working in a research role for a senior political figure.</li> <li>• Experience of writing press releases and placing stories in the national media.</li> <li>• A range of political and policy relationships.</li> <li>• Good knowledge of education policy.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A very strong understanding of political processes and structures.</li> <li>• Ability to work at pace and change priorities as the situation demands.</li> <li>• A good presenter of research and policy recommendations able to represent Parentkind to senior audiences.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A good internal communicator and an understanding of the importance of working in a policy and research team. This is particularly important for a 'home working' role where it is important to communicate well with colleagues.</li> <li>• Strong analytical skills, ability to produce high quality presentations and summarise data.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent (although formal qualifications are less relevant than meeting the criteria above).</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A passion for politics.</li> <li>• Availability to work occasional evenings and occasional travel to other parts of the U.K.</li> </ul>	