

Person Specification

Job Title:	Interim Research and Policy Lead
Service:	Policy
Reporting to:	Head of Coram PACEY
Salary Range:	£21,600 per annum (£36,000 FTE)
Work Pattern:	21 hours per week
Contract Type:	Temporary - Maternity Cover (13 months)

Qualifications

- Educated to degree level or equivalent
- Evidence of continuing professional development/training in relevant area.

Knowledge, Skills & Experience

Demonstrable relevant experience in a similar role including:

- Considerable experience of having worked in the public affairs and campaigns field.
- Excellent knowledge of the UK's political system and government structures. A good understanding of the Parliamentary and legislative process – and a clear history in managing political relationships.
- Senior representation of organisations at meetings, events and to the media.
- History in producing informative, persuasive and ambitious policy publications.
- Working in partnership with external organisations and agencies.
- Research, analytical and information gathering skills with the ability to process large amounts of detailed information and present them in a persuasive manner.
- Proven success in campaigning to influence policy change in the UK, including engaging and mobilising members and practitioners.
- A sharp news sense and a strong appetite for a broad range of media.
- Use of social media to drive meaningful change.

Knowledge of:

- Education and/or children's policy.
- UK government and parliamentary system.
- Primary and secondary research techniques.

Skills and attributes:

- Proactive, self-starter who is passionate about progressive change.
- Research and analytic skills – able to pull out strategic implications from quantitative and qualitative data.
- Strong conceptual thinker – able to grasp complex policy issues and translate them into clear policy priorities
- Strong sense of political sensitivity.
- Analytical mind able to cut through complex issues to see the big picture.
- Ability to work on your own initiative with strong organisational and project management skills and demonstrable experience of delivering on competing priorities within a time-pressured environment.
- Ability to draw upon existing contacts and develop new ones across the childcare and early years sector, think tanks and other influencers and within Parliament, local government, and political networks.
- Excellent communication skills including the ability to write clearly, concisely, and persuasively in a variety of formats for a variety of audiences and excellent oral presentation skills.
- Strong ICT skills, including the ability to use online survey tools and MS Excel.
- Demonstrate anti-discriminatory practice in all areas of work.