

## Job Description

### Policy & Engagement Officer

#### Terms and conditions

**Hours:** Full time (35 hpw) with the option for flexible working as outlined in HFTF's [Flexible Working Policy](#). The role may require some evening and weekend work. (note HFTF is currently running a Shorter Working Week Pilot where all staff work a 28 hour week for no loss of pay (Dec 23 - May 24)).

**Pay:** £33,655 per annum Grade 2 rising to 2.1 after one year of continuous employment in role, plus £3k London Weighting for staff who live in the qualifying postcode areas.

**Accountable to:** Director of Delivery

**Benefits:** 30 days annual leave plus statutory bank holidays, employers' Pension Contribution, Bike to Work Scheme, Season Ticket Loan Scheme, Well-being support.

**Location:** The role will be either based from our Sheffield [Head Office], or home working, with national travel as required. Home-working/hybrid-working options/flexible working options can be agreed in line with the [HFTF home-working/hybrid-working policy](#).

**Contract type:** Fixed Term - 12 months with the possibility to extend subject to funding.

#### Main duties and responsibilities

As Policy & Engagement Officer, you will work with the Hope for the Future team to:

- Act as constituents' main point of contact at HFTF, working with them to effectively engage their elected representatives by supporting them through the constituent journey (including offering tailored advice, letter writing, meeting preparation and coaching, facilitation and follow-up).
- Prepare and deliver HFTF's core training, contributing to its ongoing

development.

- Develop constituent and partner-facing resources aimed at maximising political impact.
- Ensure work is aligned with our objectives and strategy to maximise efficiency and impact, linking and contributing to Hope for the Future's central strategies and wider work as required. This includes our Councils, Faith and Outreach work.
- With the support of the Policy and Engagement Coordinator, contribute to effective objective setting in order to deliver HFTF's strategy.
- Ensure the CRM is up to date and support monitoring, evaluation and reporting in relation to the team's work.
- With the support of the Research and Impact Coordinator conduct research on elected representatives and other key figures in order to train and advise constituents on how to best engage with them.
- Identify and build relationships with local and regional partner organisations and communities to engage new constituents, to help ensure that we are working towards reaching and representing all sectors of society.
- Provide support to other team members where required in both organising and delivery of events and projects.
- Provide support to other team members with income generation activities where required.
- Able to travel around the UK frequently to support constituents and partner organisations, attend workshops and deliver training. For remotely based staff, occasional attendance at HFTF premises may also be required for supervision, development or team-building purposes, etc.
- Take the lead on thematic and project work as allocated by Hope for the Future, (e.g. Scotland focus, housing focus) and help to upskill the rest of the team on these topics.
- Contribute to the continued development of HFTF's training and approach
- Support the Policy and Engagement Coordinator to identify and develop opportunities for growing the organisation's reach and impact.
- Maintain a strong working knowledge of climate change and nature loss/ degradation developments in Parliament, including changes to policy and specific MP involvement in such developments.
- Actively seek to engage with new constituents and support our work towards reaching and representing all sectors of society.
- Support the Fundraising Officer in producing case studies and information on the impact of our work for inclusion in funding bids
- Uphold a culture that promotes equality and values diversity, including active involvement in our workstreams which are working towards reaching and representing all sectors of society.
- Contribute to our mission to "Drive inclusive action on the climate crisis" through

delivery and communications activities in partnership with front-line organisations, that lead to well-planned, effective outreach and engagement of marginalised communities.

- Ensure [the values of HFTF](#) are upheld across the organisation including cooperative working and collaboration, helping to ensure that we are working towards reaching and representing all sectors of society, and so carry out other reasonable duties as and when required.

## Person Specification

The successful candidates will be able to demonstrate in their application and at the interview that they have the following skills and areas of expertise:

<u>Knowledge and Experience</u>	Assessment
<b>Essential</b>	
A good understanding of climate change and nature loss/ degradation and a commitment to mitigating their impacts.	Application/interview
A good working knowledge of UK politics.	Interview
Experience in planning and delivering a busy workload, managing priorities and working to timescales.	Application/Interview
<b>Desirable</b>	
Experience working with elected representatives	Application
<u><b>Skills and Abilities</b></u>	
<b>Essential</b>	
Enthusiastic and self-motivated, comfortable working independently and as part of a team.	Application/Interview
Excellent written and verbal communication skills, with good attention to detail	Application/Interview
Confident in communicating with a wide range of people and the ability to demonstrate impartiality whilst interacting with people who may have differing views.	Interview
Ability to work with different sources of information - doing your own research and working collaboratively with others in order to prepare reports and presentations.	Interview

Excellent IT skills, particularly in using spreadsheets and up-to-date knowledge of working with G Drive and G Suite (Google Sheets, Docs. etc)	Application
<b>Desirable</b>	
Experience in organising or supporting events	Application
Experience in delivering training and workshops either e.g. whilst in education or work environment or in a voluntary capacity.	Application
Experience in digital campaigning using a variety of channels including social media communications tools, e.g. Twitter. YouTube, email etc., writing blogs and website content.	Application
An understanding of Monitoring and Evaluation.	Application
<b>Values/ behaviours</b>	
<b>Essential</b>	
Values equality and operates in an inclusive way supporting diversity	Interview
Values team working and seeks to work collaboratively	Interview
Champions equality and values diversity, particularly in communication	Interview
A commitment to the aims of Hope for the Future in tackling climate change and nature loss/ degradation and a strong interest in the role of democratic engagement in addressing the issue	Interview