



**CARERS
TRUST**

**Policy and External
Affairs Officer
Recruitment Pack**

Policy and External Affairs Officer

Policy and Public Affairs

Contract: Initial 12 month contract (extension subject to funding)
Hours: 35 hours per week (5 days a week, 9 am–5 pm)
Salary: £30,240 – £34,200
Location: London based/hybrid across England.
29.5 days annual leave (April–March) plus bank holidays, pension scheme (5% employer contribution), flexible working, and 2 paid volunteer days.

Why this role is pivotal to Carers Trust



The Policy and External Affairs Officer at Carers Trust plays a pivotal role in advancing Carers Trust's efforts to change the world for the better for unpaid carers. You will have your own programme of work whilst also supporting the wider team and organisation achieve our goals. You will engage with a wide range of people including civil servants, charity partners, Members of Parliament, local carer organisations, carers and senior internal colleagues. You will ensure carers' voices are heard, both through public campaigning and private influencing, and become an expert in the key issues facing carers and the local carer organisations that support them.

In this role you will



- Lead Carers Trust's Health and Wellbeing Alliance* work programme, as part of the Carers Partnership with Carers UK
- Build and maintain Carers Trust's relationships with the Health and Wellbeing Alliance, across both government departments and other charity members
- Identify opportunities to, and represent, Carers Trust externally in policy and external affairs activity, ensuring this is based on evidence and experience of carers and local services, and Carers Trust's grants, projects and programmes
- Support carers and local carer organisations to become involved in policy and external affairs activity
- Link with media and social media colleagues to ensure the public respond to and join our work.
- Develop briefings on emerging issues for Carers Trust's network of local carer organisations and carers
- Respond to government consultations which impact England's 5 million carers

(*The Health and Wellbeing Alliance is a national partnership between three government departments and charities representing groups facing health inequalities)

Our ideal candidate



- Experience of working directly with decision-makers at either a national level and/or local level.
- Experience of analysing policy at a national or local level, formulating policy recommendations, and identifying associated influencing opportunities
- Experience of supporting stakeholders to be involved in policy or external affairs work.
- Experience of representing, or speaking on behalf of, an organisation
- Strong interpersonal and communication skills, both written and verbal.
- Excellent organisational and multitasking abilities with a keen attention to detail.
- Ability to effectively use evidence or research, synthesise and organise information to produce written material, which is engaging, concise and clear
- Ability to speak engagingly in public to a range of technical and non-technical audiences
- Ability to prioritise competing demands, meet deadlines, and to organise own workload
- Knowledge of national or local policy-making process
- Knowledge of, or the ability and willingness to learn about, the issues facing voluntary sector service providers and how they are affected by changes in policy and the external environment.
- Knowledge of/willingness to learn about, the challenges faced by carers
- Knowledge of/willingness to learn about, health policy and/or social care policy, and its application to carers and local services in England
- Excellent working knowledge of Microsoft Office applications

Remember – even if you don't have everything listed above, it's worth putting in an application. We don't expect every candidate to have all the experience above.

In this role, you will work with different people and teams from across the business:

- UK Policy and Public Affairs
- Network Development
- Programmes and Impact
- Marketing and Communications

Main responsibilities *(not an exhaustive list)*



Policy analysis and influencing

- Monitor emerging policy issues, and horizon-scan for policy issues about, and affecting, carers and local carers services.
- Assess and monitor policy developments, in areas such as health and social care, and the implications of these for carers and carer services
- Respond to consultations and calls for evidence, incorporating the views of carers and local carers services as appropriate.
- Produce engaging reports, briefings, digital copy, and articles for external use outlining and evidencing the need for change and potential solutions.
- Identify and establish influencing opportunities for Carers Trust

Evidence gathering

- Gather examples of emerging issues affecting carers and/or the services that support them, and how external developments are affecting them
- Identify and draft evidence-based practice examples which support carers, from across the Carers Trust Network, and from Carers Trust's projects and programmes
- Work with carers directly to develop examples of carers' personal stories of what has impacted their lives in relation to issues such as employment, their mental and physical health, and social care

Communications

- Ensure Carers Trust staff and networks are kept up to date with policy developments, and opportunities for influence through bulletins, briefings, articles.
- Securing examples of practice-based interventions from Carers Trust programmes and projects, from local carers services, and wider health and social care providers.
- Presenting in webinars and events on issues relevant to carers and local carer organisations externally and internally
- Drafting social media copy and working with the Communications Team to ensure these reach as wide an audience as possible
- Contribute to shaping Carers Trust press statements

Event management

- Effectively organise events such as webinars, round tables, learning days.
- Support carers and Network Partner organisations to: organise local influencing meetings and events, and take a full part in Carers Trust national events.

External representation

- Effectively represent Carers Trust externally as agreed, using these opportunities to pursue change which improves the lives of young carers and young adult carers.
- Provide a first point of contact with System Partners, offering briefings, opportunities to meet Carers Trust, carers and local carers services

How to apply



To apply, please email your CV and cover letter to recruitment@carers.org, setting out how your skills and experience match the criteria for this role. The cover letter should not exceed two sides of A4.

For an informal conversation about the role please contact Ramzi Suleiman, Policy and Public Affairs Manager, on rsuleiman@carers.org.

Application deadline: 15th February

When applying please ensure you download and complete our [Equal Opportunities Monitoring form](#) here.

