



Leading the way
for charity finance

Your next move

Working for CFG

Policy
Officer

April 2024



Good to meet you!

Let's get to know one another

If you're here then you're probably thinking about working for CFG. But who are we and what do we do?

Charity Finance Group (CFG) is the charity that supports all other charities to make the biggest difference possible. We do this by helping them to make their money and resources go further, by putting financial leadership at the heart of their decision-making.

We strive to up-skill the sector, and we work together as a community to create a more supportive environment for charities to operate in.

We work and partner with thousands of brilliant people...



Meet the CFG Team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the table, wherever that's located.

We do this with a sense of humour and in a friendly, supportive environment, whether from home, a remote desk space nearby (we will help find one if needed) or from our serviced office in London.

Wherever we are, we make great things happen together!



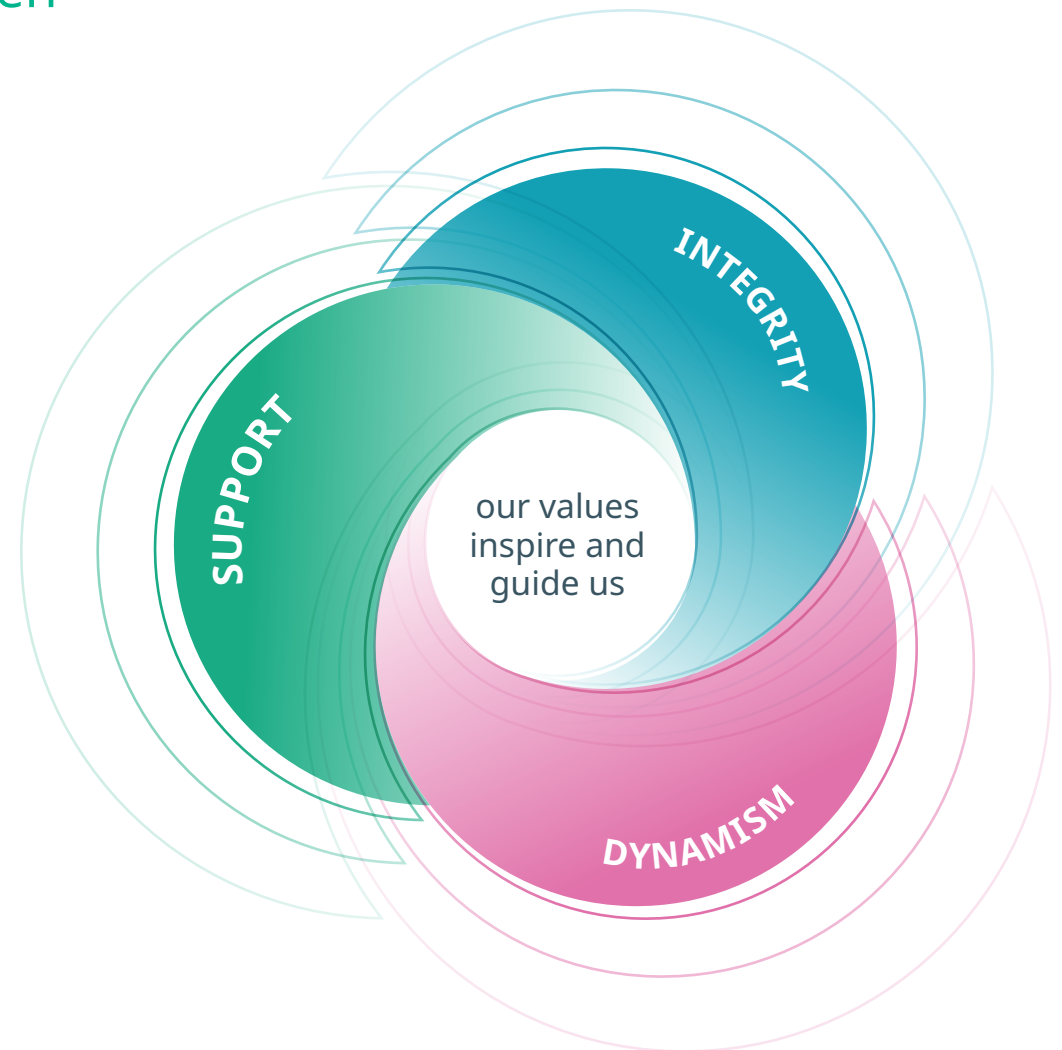
CFG's values

Together, we make great things happen

At CFG, we put our shared values at the heart of all that we do. Integrity. Support. Dynamism.

We believe that people perform at their best when they are happy at work. So, we strive to create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not. When we get this right, we achieve brilliant results together, making CFG a truly inspiring and enjoyable place to work for everyone.



Why work for us?

Here are just some of the benefits...



The most productive, successful and enjoyable organisations to work for are the ones that champion diversity, collaboration, innovation and creativity.

There's lots of potential for development and progression at CFG and within the wider charity sector. We offer superb benefits, including a generous pension contribution, flexible working, four paid volunteering days and access to our 24-hour, free and confidential mental wellbeing platform, Plumm.

So, what role are we looking to fill right now? And who are we looking for? Read on...

Who are we looking for?

Policy Officer

Salary: £32,830

35 hours per week, Monday to Friday

Permanent contract

Remote, with attendance at regular team and all-staff days (travel costs paid direct by CFG)

As a member of the Policy & Communications directorate, you will support the Head of Policy and contribute to the delivery of the policy strategy, with the aims of:

- ensuring relevant policy developments are identified and shared with the team,
- providing credible, trustworthy research on issues affecting the sector, and
- delivering high-quality engagement activities with a range of stakeholders, in connection with CFG's policy focus.

Location

This role is remote first, whether at home or a suitable location near you (if home is not suitable). We work remotely but are required to attend quarterly staff away days, and ad hoc meetings and events. Travel costs are paid up-front by CFG.

Job description **Key responsibilities**

General

- Develop knowledge and experience of policy themes relevant to CFG's audiences.
- Use insight from colleagues and CFG's membership to ensure relevant policy areas/issues are included in the workplan.
- Support the delivery of CFG's policy strategy.

Policy and engagement

- Horizon scanning, researching and providing summaries of government initiatives and policy which are relevant to CFG's work, across England, Wales and Scotland.
- Draft consultation responses, briefings and content for CFG's communication channels.
- Identify opportunities to engage on policy issues with stakeholders across England, Scotland and Wales.
- Work with the Head of Policy to prioritise engagement opportunities.

- Plan and deliver agreed engagement activities.
- Work with Head of Policy and other colleagues to assess the likely impact on CFG and our stakeholders of any new policy developments.
- Work closely with colleagues to ensure insight from our members and the wider charitable sector informs our policy work.
- Organise consultation events with CFG's charity members and other stakeholders.
- Support the development and operation of SIGs (special interest groups), networks and forums which CFG facilitates.
- Represent CFG at external meetings and events.

Job description **Key responsibilities**

Administration

- Provide administrative and operational support to colleagues as required.
- Provide support in respect of organising and keeping records of engagement events.
- Work with colleagues to maintain and develop CFG's database of key stakeholders, to support engagement and content distribution.
- Work closely with CFG colleagues to ensure insight from our members and the wider charitable sector informs our policy work.

Internal communications

- Provide briefings and summaries on policy developments for colleagues.

Relationships

- Part of CFG's Policy and Communications Directorate.
- Reports to Head of Policy.
- Works closely with Communications Manager and Digital Manager.

The above job description outlines the key accountabilities of, and outputs required from, the post holder. It is not definitive and will be reviewed annually as part of CFG's performance management process.

Job description

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• No formal qualifications are required.• The post holder will be required to demonstrate excellent written and verbal use of English.• The post holder will be required to be competent in mathematics, as using statistics is part of the role.	
Experience	<ul style="list-style-type: none">• Experience of successful influencing in a policy and/or public affairs role.	<ul style="list-style-type: none">• Experience of the charitable and voluntary sector through work or volunteering.
Knowledge/ understanding	<ul style="list-style-type: none">• Knowledge of the charitable and voluntary sector and/or finance in the UK.• Knowledge of how policy is made, shaped and developed for the UK.• Knowledge of public affairs in the UK.	<ul style="list-style-type: none">• Knowledge of policy process and public affairs in the devolved administrations (Scotland and Wales).

Job description

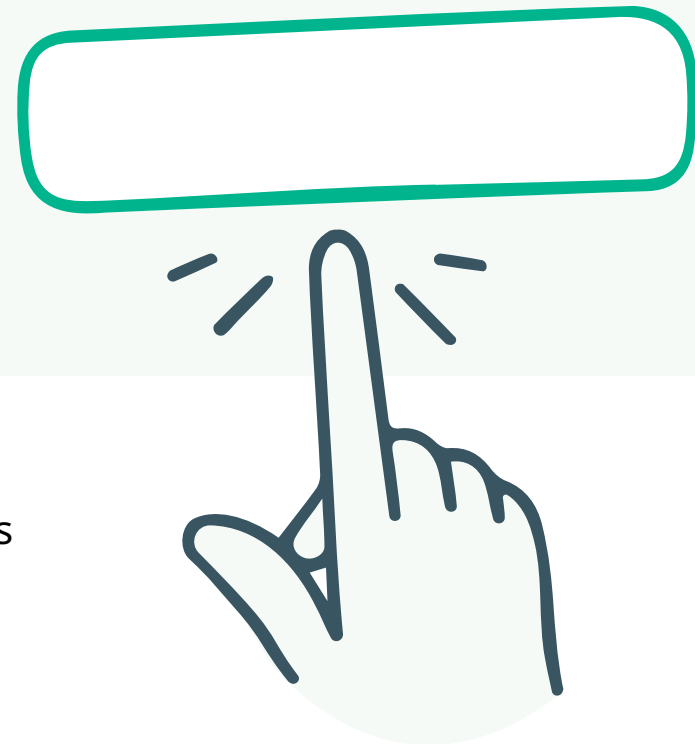
	Essential	Desirable
Skills/ability	<p>Ability to:</p> <ul style="list-style-type: none">• self-organise and use initiative.• assimilate information from a range of sources quickly and accurately.• think creatively, seek ways to dismantle or overcome barriers and evaluate options effectively.• focus on quality, with a good eye for detail.• work collaboratively across a small team. <p>Skills in:</p> <ul style="list-style-type: none">• communicating effectively with a wide range of people.• writing for a range of audiences.• using Microsoft 365 tools and applications, including Word, Excel, Outlook.	<p>Skills in:</p> <ul style="list-style-type: none">• writing policy briefings and consultation responses.• conducting online research• identifying credible sources.• referencing sources accurately.
Other	<ul style="list-style-type: none">• Commitment to personal and professional development.• Commitment to working in alignment with CFG's values and behaviours.• Willingness to work outside core hours occasionally.	

Don't delay! Apply today

You're one step closer to a fantastic job...

You're still here? Great! Before you tell us about you, please make sure you've read the full job description.

Please visit our recruitment page to submit your application which will be anonymised (external website).



Recruitment timeline

Midday (12pm), Monday 29 April: Deadline for applications

Tuesday 30 April - Tuesday 7 May: Task stage

Tuesday 7 May - Monday 13 May: Interview stage

By Monday 20 May: Offer of role to selected candidate

Our selection process includes the completion of a task (remote). Following successful completion, you may be invited to the interview stage. If you would like to find out more, please email the team to arrange an informal discussion: vacancies@cfg.org.uk. We'd be happy to chat through the process with you and answer any questions you might have.

Thank you

We value your time and interest

Finally, thank you for your time and interest. We will be in touch as soon as possible, but please bear with us while we take time to read your application – we are a small team!

If you are shortlisted for interview, we will get back to you and share more details about the next stage. We try our best to contact every candidate but if you do not hear from us within three weeks of submitting your application, please assume you have not been successful on this occasion. But please keep an eye on our website for future vacancies!

In the meantime, please head to our website to find out more about CFG. We wish you the best of luck in your application!



Good to know

Website: cfg.org.uk

Careers with CFG: cfg.org.uk/work_with_us

Job enquiries: vacancies@cfg.org.uk



#NonGraduatesWelcome

