



THE **JO COX**  
FOUNDATION

<b>Role</b>	Public Affairs and Policy Manager (Loneliness)
<b>Term</b>	12 month fixed-term with 6 month probation period, possibility for extension dependent on funding
<b>Start</b>	ASAP dependent on notice period
<b>Working Pattern</b>	35 hours per week (plus lunch breaks),

	<p>equivalent to 5 days per week. We are open to considering offering this as a 0.8 FTE role (28 hours per week, equivalent to 4 pays per week) for the right candidate.</p>
<b>Remuneration</b>	<p>£35,000 per annum, 27 days annual leave (plus bank holidays), pension contribution.</p>
<b>Benefits</b>	<p>Flexible working, employee assistance</p>

	programme, cycle to work scheme.
<b>Location</b>	Remote.  We have regular team days, at varying locations. For this role there is also likely to be some need to travel to meet with key stakeholders.
<b>Reports into</b>	CEO
<b>Application process and</b>	Apply before 11:45 PM on Sunday 3 November

**deadline**

2024 by completing the [application form](#) online.

The form contains questions specific to the role and will ask you to upload your CV.

Interviews will take place w/c 11th November 2024.

Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment

	practices below.
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**Hey there, come join our team and help us build a better world.**

This is an exciting opportunity for someone looking to play a leading role in a small but influential national charity building a positive legacy for the late Jo Cox MP. We are looking for someone with experience of working with policy makers to set up and run a new voluntary sector Loneliness Policy Group and then advocate for the adoption of our policy asks. Through

this role you will play a key role in continuing Jo Cox's legacy over the years to come.

## **ABOUT THE ROLE**

In her time in parliament Jo Cox MP established a commission on loneliness with Seema Kennedy MP. After her murder this became known as the Jo Cox Loneliness Commission, and was pivotal in bringing about and influencing the UK government's first loneliness strategy.

Seven years on from the publication of the Jo Cox Loneliness Commission's report, we have received funding from The Astra Foundation to establish a new Loneliness Policy Group for the voluntary sector to ensure a joined up approach and collaboration on this issue.

As Public Affairs and Policy Manager (Loneliness) at the Jo Cox Foundation you'll establish this group and lead it, working with trusted partners to generate policy recommendations and engaging policy makers, elected

representatives, and other decision makers to advocate for their implementation.

As you would expect the Jo Cox Foundation has historically strong relationships with politicians across parties. This is especially true of our work on loneliness, where we continue to have unrivalled access to Ministers and Civil Servants.

This is an incredibly exciting opportunity to develop this area of work at the Foundation and drive



policy change for the loneliness sector. Through this, you'll continue the positive legacy already established for Jo in the field of loneliness and support our vision of a less lonely, better connected society in the UK.

## **ABOUT YOU**

We're looking for someone who is engaged, positive, and happy to work both as part of a team, but also on their own initiative. Ability to communicate at all levels, verbally and in writing, is essential.

You'll have experience of building relationships with political stakeholders and a strong understanding of how political systems function across the UK. You'll also understand how to work collaboratively to translate research and evidence into tangible policy asks, as well as effective ways of advocating for implementation of policy.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's

'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

## **ABOUT THE JO COX FOUNDATION**

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to make positive change on issues that Jo was passionate about. Just as she did, we believe in working together effectively with individuals and organisations that

share the belief that we have more in common than that which divides us.

We build stronger communities, encourage more respectful politics and advocate for a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

Too often our politics and society emphasises our differences rather than our commonality. We believe that helping people to recognise that commonality allows us to feel more connected, build empathy and increase trust. It also builds understanding of the stark inequalities that many groups face within our society and strengthens the collective will to take action. Though we cannot address the root cause of all inequalities, we commit to championing change and advocating for action.

## **WORKING AT THE JO COX FOUNDATION**

One of our core values at The Jo Cox Foundation is empathy, and we work hard to apply this to our relationships with our staff as well within the work that we do.

As a remote organisation, we recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through monthly team

days (with a mixture of remote and in-person days) and through regular and ongoing ways for the team to connect, both for work and to socialise.

In our 2023 staff survey:

- 100% of staff felt proud to work at The Jo Cox Foundation
- 100% felt that The Jo Cox Foundation actively supports their wellbeing
- 100% thought that the team at The Jo Cox Foundation works in a supportive and collaborative way

## **KEY RESPONSIBILITIES**

### **Loneliness Policy Group management**

- Establishing and convening the Loneliness Policy Group, including creating the terms of reference, managing the membership and planning group meetings.
- Managing relationships with the members of the Loneliness Policy Group.
- Contributing to relationship management with other key groups in the loneliness space, including



through collaboration with the secretariat of the APPG.

- Reviewing draft reports and formalised policy recommendations with the Loneliness Policy Group.

## **Policy and research**

- Developing evidenced policy recommendations for loneliness guided by the output of the Loneliness Policy Group.
- Producing reports, submissions and consultation responses as appropriate to champion our policy

recommendations for loneliness and showcase the work of the Loneliness Policy Group.

## **Political engagement**

- Devising the political outreach strategy for the organisation's work on loneliness.
- Monitoring parliamentary business and government announcements, identifying areas for intervention.
- Attending meetings of the APPG on Tackling Loneliness on behalf of The Foundation as appropriate.
- Maintaining a strong working relationship with the secretariat for

the APPG on Tackling Loneliness, to ensure collaboration is prioritised and unnecessary overlap is avoided.

## **Relationship development and outreach**

- Leading on organisational outreach to political stakeholders, including building relationships with individuals and staff teams.
- Coordinating meetings with policy makers.
- Leading on briefings for meetings with stakeholders.

## **Monitoring and evaluation**

- Working with the CEO to set targets for political engagement on loneliness and monitor the impact of our work.
- Tracking all engagements with policy makers on loneliness.

## **PERSON SPECIFICATION**

### **Experience, knowledge and skills**

- Good understanding of the UK political environment, local and national government structures and decision-making, including comprehension of how to influence policy.
- Experience working in or with political institutions in the UK.
- Experience writing reports, briefings and consultations.
- Experience participating in or leading cross-organisational stakeholder groups.
- Ability to build and maintain relationships with key stakeholders.

- Ability to develop implementable policy asks.
- Ability to communicate clearly, succinctly and in a manner that appeals to a wide audience, including the ability to explain complex topics with ease.

## **Personal attributes**

- Can-do attitude and flexible, adaptable and comfortable working in high paced environments.
- Commitment to working with people across political divides.

- Organised with strong planning and problem-solving skills.
- Able to develop good working relationships with people both internally and externally at all levels.
- Commitment to equality, diversity and inclusion.
- Belief in the Foundation's values and to fostering a culture where all team members have a sense of belonging.

## **Other**

- Right to work in the UK.

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via [info@jocoxfoundation.org](mailto:info@jocoxfoundation.org) and we can discuss further.

## **AN INCLUSIVE RECRUITMENT PROCESS**

The Jo Cox Foundation has a strong commitment to



equality, diversity and

inclusion. We want to ensure that we reflect the full breadth of people we aim to support and are able to fulfil



our vision of a kinder, more compassionate society where every individual has a sense of belonging, and this is reflected in our recruitment practices.

For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

We are a Disability Confident Committed employer and offer a guaranteed interview scheme for applicants who identify themselves as having a disability or long-term health condition. Our Operations team will ensure that all applicants who apply under this scheme and meet the minimum criteria for the role will receive an interview.

We know that interviews are a stressful experience, and can provide a particular challenge for candidates

who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.

If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.

We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity

and inclusion both within our staff team and our community programmes. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or

sexual orientation (Protected  
Characteristics).