



Senior Policy Advisor Candidate Pack

Zacchaeus 2000 Trust



Job Description

Responsible to: Director of Policy & Campaigns

Hours of Work: 35 hours a week

Salary: £38,850, with guaranteed annual increases

Benefits: Z2K offers a wide range of employee benefits including: 31 days annual leave plus bank holidays, including flexibility to take Christmas/Easter bank holidays when best suits you; enhanced sick leave; enhanced parenthood policies; and matched employer pension contribution up to 5%. Please see page 4 for full details of all the benefits we offer to employees.

Location: Westminster, London (hybrid working arrangements)

About the role

We're looking for a Senior Policy Advisor to join our policy and campaigns team to help drive our position as an influential, informed and powerful voice for change. The post holder will join a high performing team to help develop and implement policy and influencing strategies that drive change, ensuring a strong voice for people experiencing poverty. You will work closely with the Director of Policy & Campaigns, developing our policy work on Social Security, housing and poverty and influencing decision-makers and other stakeholders including MPs, political advisors, councillors and civil society. You will take a lead role in writing publications, consultation responses and impactful briefing papers and will act as spokesperson for Z2K on relevant policy issues. You will be expected to work closely with our casework staff, who offer individual clients specialist advice on welfare benefits and housing, to identify policy trends and draw upon Z2K's own evidence. You must have an interest in enabling our clients to participate in our work and be willing to engage directly with clients on policy issues.

About You

We are looking for someone committed and proactive with demonstrable knowledge and experience of policy development and making the case for social policy change. You will be committed to social justice and will have experience of policy analysis and public affairs work in relevant social policy areas, particularly social security. We are looking for an analytical thinker with excellent verbal and written communications skills. You will have an aptitude for using evidence to make persuasive and credible policy arguments, strong interpersonal skills, and a track record of establishing and maintaining effective relationships with external stakeholders. You will be a self-starter and have a collaborative approach to working. In turn we are committed to supporting all our staff to develop their skills and experiences to make a significant difference to the lives and treatment of people on low incomes.

Z2K is an equal opportunity employer. People with lived experience of poverty, from Black, Asian and minority ethnic backgrounds, LGBTQIA+ individuals and people with disabilities are strongly encouraged to apply. We welcome evidence of experience from both work and non-work settings such as volunteering and personal life.

We encourage all applicants to complete the Equalities Monitoring form in the [How To Apply](#) section of this pack. We rely on your voluntary participation to enable us to monitor the impact of our equal opportunities policy.

Main Duties and Responsibilities

1. Policy and Public Affairs

- 1.1. To lead on the development of credible and evidenced policy positions in key areas relating to poverty, including disability benefits, managed migration to Universal Credit, and housing.
- 1.2. To develop high-quality written material for internal and external audiences, including briefings, consultation and Select Committee responses, and reports.
- 1.3. To build and maintain relationships with other organisations working on these issues, and represent Z2K at external events, meetings, and in coalitions.
- 1.4. To engage directly with civil servants and MPs to put our positions across, including providing written and verbal briefings and other material such as drafting Parliamentary Questions.
- 1.5. To develop and maintain a strong awareness of the political landscape and identify opportunities to promote our positions.
- 1.6. Use project management skills to plan the delivery of policy development and aligned public affairs activities, planning time effectively and delivering outputs to time and budget.
- 1.7. To work closely with the Casework team and the Participation Manager to ensure that our policy positions are informed by the lived experience of people affected by these issues.
- 1.8. To work closely with the Campaigns Officer to support Z2K's public-facing campaigns.
- 1.9. To undertake other relevant activities to support the charity's goals, such as contributing to funding bids and reporting.

2. Partnerships and Communications

- 2.1. To establish and maintain strategic relationships with other voluntary, public and private sector bodies working on social security, housing and poverty issues.
- 2.2. To represent Z2K at speaking engagements, events, relevant coalitions and networks and at meetings with external stakeholders.
- 2.3. To write regular articles, blogs, and updates for internal and external publications and contribute to content for Z2K's website and social media channels.
- 2.4. To work proactively with journalists to secure media coverage of issues faced by Z2K's clients and handle media inquiries.

3. Learning and Professional Development

- 3.1. Ensure through training, reading and other methods that you keep up to date with public affairs and advocacy tactics and strategies.

3.2. Attend and contribute to support and supervision and appraisal meetings with line manager to further own development and Identify learning and development needs in conjunction with your line manager.

4. Commitment to Policies

4.1. Have due regard for the aims and principles of Z2K, comply with all policies and procedures and work within professional boundaries maintaining safety, and appropriate confidentiality at all times.

5. Other

- 5.1. Support evaluation and monitoring of work, reporting to funders.
- 5.2. Develop and maintain good working relationships with colleagues, sharing information and making a positive contribution; participate in team meetings.
- 5.3. Willingness to take a flexible and adaptable approach, including working outside of normal office hours on occasion when required. The staff TOIL policy will apply.
- 5.4. Willingness to work at the Z2K office, remotely and at external venues as required.
- 5.5. Undertake other duties as may be required.

Person Specification

Knowledge and Experience	Essential	Desirable
Proven experience of working in a social policy environment to influence those who can deliver positive change.	✓	
Experience of evidence-based policy development in social policy areas, particularly social security.	✓	
Experience of using quantitative and qualitative research material to support policy influencing work and campaigns.	✓	
Understanding of current poverty related social policy issues and confidence to develop expertise in new policy areas.	✓	
Experience of building and managing relationships with multiple, including high level, stakeholders.	✓	
Experience working with cross functional teams.	✓	
Experience engaging directly with communities and individuals directly impacted by policy decisions.		✓
Experience of monitoring, evaluation and stakeholder reporting.		✓
Experience of acting as organisational spokesperson in the media or in parliamentary committees.		✓
Skills and Abilities		
Excellent interpersonal skills with the ability to relate to a wide cross-section of people, including building rapport and trust with people with experience of poverty.	✓	

Excellent verbal and written communication skills and the ability to communicate complex information to a wide variety of audiences in an accessible and persuasive way.	✓	
Excellent organisational and time management skills; ability to prioritise, manage workload and resources effectively to meet deadlines.	✓	
Ability to work as part of a team sharing information, encouraging collaboration and feedback, challenge sensitively and give and receive constructive feedback.	✓	
Proficient in the use of IT software packages including Microsoft packages, video communication and social media applications.	✓	
Values		
A commitment to working in and contributing to the ethos of an anti-poverty charity.	✓	
A demonstrable commitment to inclusive working, ensuring equality and valuing diversity and ability to incorporate this in all of your work.	✓	
A commitment to continuous professional development, including a willingness to develop knowledge and skills.	✓	

About Zacchaeus 2000 Trust (Z2K)

Z2K's vision is that no individual in the UK should be living in poverty. We believe that adequate income and secure housing are key to creating a more equal society where everyone has the chance to lead a stable and dignified life. We work with people in London to solve their social welfare legal issues, with a focus on social security and housing matters, and we use the evidence from our casework to campaign to change policy and practice that drives injustice. Embedded at the heart of Z2K is our ambition to work in partnership with experts by experience, ensuring the voices and views of people with lived experience are heard by decision-makers.

We work with a diverse range of people across London who are eligible for Social Security benefits and prioritise those who are most vulnerable. A large proportion of our clients are from black and minoritised communities and/or have a disability, mental or physical health condition. In 2023, we supported over 1100 people with 1453 cases achieving approx. £3.8 million in financial benefit. Z2K's influencing remit is UK-wide. Our policy and campaigns priorities are led by the experiences of the thousands of people we have directly supported as well as other experts by experience from across the UK who have engaged in our research and campaigns. We seek to secure policy and practice change on key social policy at local authority and regional levels within London and nationally which will not only directly benefit our clients and their families but also the millions of others across the UK who are in/at risk of poverty and have a shared experience in the struggle to realise their rights.

Our offices are based in Westminster, London near London Victoria Station. We operate hybrid working arrangements, with a mix of office and remote working.

For further information about Z2K, please [visit our website](#).

Our Team

Our team of nineteen committed and dynamic staff members work across Operations, Advice and Casework Services, and Policy and Campaigns. The Policy and Campaigns team currently includes a Director of Policy and Campaigns, a Senior Policy Advisor, a Campaigns Officer, and a Participation Manager.

Employee Benefits

We offer excellent employee benefits including enhanced contractual leave, a supportive approach to people with caring responsibilities, enhanced sick pay, a matched pension contribution of up to 5% of salary, life insurance and income protection for all employees, an employee assistance programme providing a range of services and support, and training and development opportunities to continue your professional development. As an inclusive employer, we consider flexible working arrangements in line with organisational requirements.

- 31 days annual leave plus public holidays (pro rata for part-time employees).
- Flexibility to utilise Easter and Christmas public holidays at different times if these occasions are not celebrated by the employee.
- Enhanced sick pay and parenthood policies.
- Paid bereavement & compassionate leave.
- Paid leave entitlements for volunteering, study and those with dependents.
- Matched employer pension contribution up to 5%.
- Life insurance and income protection.

How to Apply

To apply, please complete our online [application form](#). The completed form is the only information we will use in consideration of your application, so please ensure that you complete it fully, with particular attention to your personal statement detailing how you meet the required specifications for the role.

If you have any particular support needs in relation to the application or recruitment process, please email recruitment@z2k.org

Anonymised monitoring during the job application process enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements, and to measure progress. We rely on your voluntary participation to enable us to do this, and to make the exercise successful. Participation is anonymous and you can select 'Prefer not to say' in response to any of the questions.

[Please complete our Equalities Monitoring Form](#)

If you would like an informal chat about the role, please email recruitment@z2k.org and we will arrange that for you.

Closing Date: 28 April 2024

Interview & Assessment date: Week Commencing 6th May 2024

We reserve the right to bring forward the closing date where we have sufficient applications from appointable candidates. Interested applicants are encouraged to apply early.

Any queries related to this job application process can be directed to recruitment@z2k.org and we will respond within one working day.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Zacchaeus 2000 Trust (Z2K) complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.