



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Profile

Job Title	Senior Policy Manager
Location	Central London / Hybrid Working (twice a week in the office)
Reporting to	Associate Director, Policy and Impact
Term	FTC – 12 Months
Salary Range	£56,500-£58,500
Pay Level	Senior Manager

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Role Summary

The relationship between careers education and broader education, skills and socio-economic policy remains vitally important.

The Senior Policy Manager role will be instrumental in:

- Leading and contributing to policy and strategy that support CEC’s strategic objective to influence on behalf of careers education to help every young person find their best next step.
- Influencing policy response to government priorities related to CEC’s agenda including education reform, NEET prevention, raising awareness and supporting take-up of vocational and technical options, and in supporting young people with additional needs to achieve positive outcomes.

In doing so the Senior Manager will:

- Bring together evidence from a range of sources and turn a range of complex information into clear, well-reasoned advice and options to ensure CEC’s policy positions are evidence-based and effective in practice.
- Offer ready-made knowledge and experience of areas related to CEC’s work including intersection with education, skills and youth employment.
- Be an effective writer with experience of leading production of high impact reports and responses to inquiries.
- Confidently develop strong, supportive relationships with Whitehall policy makers and peers across the sector.
- Help connect policy development to our corporate affairs and strategic communications to ensure that CEC can amplify great practice and bring its insight to the fore.

The post sits within the Policy & Impact team as part of CEC’s Strategy & Communications directorate.

Key Responsibilities

Support CEC representation at senior levels externally. By doing so ensure decisions that are taken and activities that are prioritised are all strategically and sequentially aligned to deliver maximum impact against CEC's strategy.

Develop CEC's policy and impact positions, ensuring accuracy and fair representation of progress and opportunities within the careers system.

Evidence – work to identify and fill evidence gaps and understand what works and where best practice lies. Work closely with research and data colleagues to collate and present emerging [evidence of impact](#) on young people, employers and the education sector.

Influence – Shape coherent, innovative, high quality and connected solutions to government priorities which amplify and embed the infrastructure and role of CEC.

Coordination – Spearhead internal and external efforts to connect programmes and projects in order to amplify CEC's role in key debates, for example, on NEET prevention or developing skills pipelines.

Qualifications, skills and experience required

Essential:

- 1. Demonstrable skills at converting policy to impact** including proven experience of working on strategic implementation of skills, careers and education policy and good practice into context of education engagement. This should include:
 - Experience of proactively identifying ways to capitalise on changes to public policy. Excellent analytical skills to confidently and authoritatively interpret public policy and distil implications for CEC.
 - Ability to interpret and use data, evidence and stakeholder insight expertly to develop new knowledge and understanding, and to use it to positively influence and engage internally, and with external partners, with a clearly-framed, structured argument.
 - Proven experience of engaging and influencing key stakeholders in the skills, careers and education sectors including good understanding of education culture and the challenges faced by schools, colleges and employers in delivering careers and enterprise education.
- 2. Excellent communication and interpersonal skills** including:
 - Experience of communicating information, analysis and complex messages to a range of audiences including senior colleagues and a range of external stakeholders using different communication methods and tools to adapt to diverse audience needs.
 - Flawless writing skills, evidenced through published content, with ability to develop consultation responses, presentations and briefs that are accurate and compelling.
 - Collaborative and good at building relationships at all levels: internally including ability to influence and engage at a senior (including SLT) level, within the organisation; and with a range of external stakeholders.
 - Diplomacy, tact, effective listening and demonstrating understanding of others' priorities to achieve common goals.
- 3. Demonstrate sound programme and project management skills:**
 - To bring together CEC's collective effort on careers, skills and technical education as a single and coherent strategic approach.

- Proactive, with the ability to work independently, and operate effectively in ambiguity and at pace. You'll be confident in scoping new ideas for development, with the ability to challenge others and be challenged.

Values

Skills and competencies required reflect the 5 CEC values are embedded into the core competencies and skills, they are:

- *Collaboration*
- *Change*
- *Impact*
- *Inclusion*
- *Trust*

Job Profiles are not part of the terms and conditions of employment and may be subject to change.