JOB DESCRIPTION

Job Title	**Senior Policy Officer**
Department	**Policy and Research**
Reporting to	**Policy Manager**
Line Manages	**N/A**
DBS check requirement	**Basic**
Location	**Avonmore Road, London W14 8RR (with hybrid working) or Homebased (with some travel to London)**

Our vision

Every older person can afford to live well.

Our mission

We stand with older people in financial hardship, offering urgent help today, and shaping a fairer, more secure tomorrow.

JOB PURPOSE

To provide expert policy analysis, project management and stakeholder engagement within our core thematic priorities to drive forward policy change that makes a real difference to the lives of older people in poverty.

KEY RESPONSIBILITIES

- Identifying public policy issues that affect people in later life facing financial hardship and ensuring that all policy outputs are evidence-based, accurate and synthesise information from a range of sources.
- Contributing to strategic thinking about the policy areas we prioritise within our key themes and proactively contributing policy and research ideas to determine where we can have the most impact as a team.
- Horizon-scanning, monitoring and identifying external changes to key policy issues and looking for opportunities to act when needed.
- Utilising a range of research methods including analysing qualitative and quantitative data sources.
- Creating opportunities for people facing financial hardship in later life, their carers and relatives, to contribute to and influence policy development.
- Project managing complex pieces of work including both in-house and commissioned research projects.
- Producing policy assets such as reports, briefings, consultation responses, letters and web content.
- Producing internal briefings on key policy issues for senior colleagues, and teams across the organisation to use for events and other opportunities.

- Working with influencing colleagues to identify policy calls where supporting activity is needed from the Public Affairs and Campaigns teams.
- Working collaboratively with other teams and directorates to ensure that the work of the policy team is integrated across the organisation, including the media team to input into press releases and reactive statements.
- Building external relationships and partnerships to strengthen policy calls and our chances of securing policy change, including by presenting at external meetings and events.
- Ensuring we evaluate core activity and report on activities to demonstrate impact for key policy areas.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and protecting people we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How We Work

At Independent Age, we live by our values and equity, diversity and inclusion (EDI) principles.

Our **values** are:

- **Trusted** - a culture based on reliability and mutual respect
- **Empowering** - an inclusive approach that helps people thrive
- **Transformative** - a commitment to meaningful, intentional change towards shared goals

Our equity, diversity and inclusion (EDI) principles

We will:

- **Champion equity, diversity and inclusion**
  Challenge inequality, celebrate diversity, promote equity of opportunity, promote diverse representation, foster belonging, be an ally/champion.
- **Embed EDI in everything we do**
  Integrate EDI into planning and delivery, use evidence to inform action, commit to continuous improvement.
- **Lead with integrity and accountability**
  Lead by example, be transparent and accountable.
- **Use our voice and influence for positive change**
  Influence externally, champion beneficiaries.

PERSON SPECIFICATION

- A demonstrable passion for, and affinity with, our cause.
- A thorough understanding of the policy development process and experience of identifying policy

problems and working towards and securing policy change.

- The ability to analyse and respond to external developments rapidly and accurately and produce high-quality content quickly.
- Strong quantitative analysis skills and/or experience analysing large datasets, including drawing meaningful conclusions from these.
- Confident with qualitative research methods such as surveys, interviews and focus groups including the ability to draw conclusions from this work.
- Experience of driving forward a policy theme of work, including taking ownership of planned activity, and building relationships with key internal and external stakeholders to drive your policy theme forward including decision-makers such as politicians and senior policymakers.
- Experience of developing credible, evidence-based policy positions and clear, convincing policy materials such as reports, briefings, web content and consultation responses.
- Experience collaborating effectively within a team and working cross-functionally to secure resources and support from people across an organisation, including working with a campaigns or public affairs team.
- Understanding of analysing or influencing national legislation.
- The confidence to interact directly with older people to hear their perspectives and insights.
- The ability to project manage effectively, including producing plans, working across teams and departments and effectively leading their implementation.
- Excellent written and verbal communication skills
- A high degree of accuracy and attention to detail.
- Strong IT skills including use of Microsoft Office packages.