



Senior Policy Officer – Role description

Job Title:	Senior Policy Officer		
FT/PT:	Full-time	Reports to:	Head of Policy
Location:	Hybrid (Remote/London)	Duration:	1-year (Fixed term contract)
Salary:	Band B4	Start date:	ASAP

About us:

The Runnymede Trust is the UK's leading race equality think tank. We generate research to challenge racial inequality in Britain.

For more than 50 years, we have worked tirelessly to build a Britain in which we all belong. Proudly independent, we speak truth to power on race and racism without fear or favour. We are not swayed by political agenda, profit or popular opinion. We are authentic, led by an ethnically diverse team we draw from our lived experience and that of our wide and inclusive community and partnership networks.

About the role:

As a Senior Policy Officer, you will play a pivotal role in supporting the policy influencing work of Runnymede across a wide range of areas. Your responsibilities will involve researching and developing evidence-based policy positions, drafting briefings in priority areas and supporting with policy reports, while working closely with other members of the team to contribute to organisational initiatives. A key part of this role will involve supporting the Policy Manager and Head of Policy in managing the Runnymede's Parliamentary engagement, which includes

monitoring ongoing legislation, organising Parliamentary events and managing the Secretariat for the All Party Parliamentary Group on Race and Community.

This role offers an excellent opportunity to play a key role in shaping the organisation's anti-racist agenda, and to work collaboratively with others to propose and advocate for progressive policy on racial equity and justice.

This is a challenging position that requires strong organisational skills, an ability to navigate high-stakes environments, and a keen understanding of policy nuance within the shifting landscape of race and social justice. You will be integral to shaping and advancing Runnymede's anti-racist agenda and will thrive on collaboration and learning in a responsive and dynamic environment.

This is a key role in one of the UK's leading think tanks on race and social justice, and has the potential to make an important and long term impact delivering genuine progress towards racial equality in Britain.

Responsibilities and main duties:

Policy development responsibilities

- Collaborate with colleagues on policy projects, including delivering research or surveys, developing evidence-based policy positions and briefings in priority areas, and producing policy reports;
- Provide policy team input into large-scale, cross-organisational projects with support from the Head of Policy;
- Contribute policy expertise to the team's overall planning activities, including the development of policy and influencing plans;
- Provide policy input, advice and cross-functional working to other parts of the organisation, including participation in cross organisational initiatives and working groups;
- Assist in the development, implementation, and review of projects related to educational reform and curriculum change;
- Produce briefings for internal staff, including the senior leadership team.

Stakeholder responsibilities

- Support in leading and coordinating the Runnymede Trust's Parliamentary engagement and organise some Parliamentary events, including monitoring ongoing legislation and managing the Secretariat for the All Party Parliamentary Group on Race and Community;
- Build relationships with parliamentarians and monitor parliamentary developments;
- Convene high profile stakeholders to advance the Runnymede Trust's key objectives, as well as building relationships with policymakers and wider civil society groups;
- Develop and nurture external relationships by meeting with stakeholders aligned with policy priorities;
- Network through attendance at meetings, events and conferences;

- Represent the charity on external policy groups;
- Plan and deliver policy events such as round tables, parliamentary events and conferences, with the support of the Policy manager and other team members.

Management and administrative responsibilities

- Maintain an organised and accessible project management system, including CRM records for policy team projects;
- Draft information, events and commentary material for projects undertaken;
- Support internal and external communication of policy work by proactively contributing content, including for our website, social media and other media platforms;
- Engage with broadcast, print and social media.

Other Duties

- Promote Runnymede’s anti-racist values acting as a role model and fostering an inclusive working culture;
- Any other duties that fall within the scope of the role as required by the Line Manager.

Person Specification	Essential	Desirable
<p>Experience and knowledge</p>	<ul style="list-style-type: none"> ● Experience in policy research, analysis, and development, particularly within a race and social justice context. ● Experience of producing evidence-based policy positions, briefings, and policy reports. ● Experience managing stakeholder relationships, including parliamentarians, policymakers, and civil society groups. ● Proven experience in contributing to strategic policy and influencing plans. ● Experience working with Parliamentary processes, including monitoring legislation. 	<ul style="list-style-type: none"> ● A degree in social science or a related subject. ● Familiarity with education system reforms and curriculum changes, with the ability to influence and support relevant initiatives. ● Knowledge of managing secretariats for APPGs (All Party Parliamentary Groups) or similar organisations. ● Experience organising high-profile policy events such as roundtables, conferences, or Parliamentary gatherings. ● Prior experience engaging with print, broadcast, and

	<ul style="list-style-type: none"> ● Familiarity with the UK Parliament's legislative process and broader political environment. ● Strong understanding of the current UK policy landscape on race and social justice. 	<p>social media to communicate policy work.</p>
<p>Skills and personal attributes</p>	<ul style="list-style-type: none"> ● Strong organisational skills, with the ability to manage multiple projects simultaneously and meet deadlines. ● Strong ability to develop and maintain relationships with a diverse range of stakeholders, both internally and externally. ● Strong written and verbal communication skills, with the ability to convey complex information clearly and persuasively. ● Strong public speaking and presentation skills, with the ability to represent the organisation externally. ● Excellent attention to detail and the ability to stay organised, and juggle multiple priorities. ● Comfortable with a high degree of autonomy and flexibility, and ability to take the initiative to identify and solve issues. ● Ability to work reactively under pressure and adapt to shifting priorities in an agile manner. ● A deep individual commitment to equality and anti-racist action, through continuous development, modelling inclusive behaviours, and proactively promoting equity, diversity and inclusion throughout your work. 	<ul style="list-style-type: none"> ● Knowledge of Google workspace ● Knowledge of Asana or similar project management systems ● Knowledge of Beacon CRM or similar CRM systems

Application process

To apply please follow [this link](#).

This will take you to our online recruitment platform, BeApplied, which is a platform that aims to facilitate an unbiased and inclusive hiring process.

On BeApplied you will be asked to upload your CV and answer some skill-based application questions instead of a traditional covering letter.

Candidates will hear back about their application status on 18th of November, and interviews for shortlisted candidates will be conducted on 25th and 26th of November.

Runnymede Trust is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in research and policy making institutions and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class now or in the past.

We are also aware that many highly capable prospective candidates nonetheless rule themselves out of applying for positions because they underestimate their own ability to do the role. With this in mind, we strongly encourage applications from anyone who is prepared to learn and grow on the job and would like to stress that past experience of working in think tanks is not required.