



JOB DESCRIPTION

Job title:	Policy Officer
Responsible to:	Head of Policy
Conditions of service:	<ul style="list-style-type: none">• 35 hours per week• 25 days annual leave per annum• Public holidays• Permanent contract• 5% non-contributory pension• Flexitime• Interest-free public transport season ticket or bicycle loan• Enhanced maternity and maternity support/ paternity leave and pay
Salary:	£27,945 (inclusive of Inner London weighting)

The Policy Officer will assume responsibility for:

1. Communications

- Ensuring effective and timely communication with women's third sector organisations and other WRC members about policy and other issues
- Ensure women's organisations have access to policy and other information through briefings, reports, articles and events
- Building relationships with other third sector organisations, women's organisations, key decision makers and the media
- Responding to enquiries from a range of agencies including other third sector organisations, women's organisations, key decision makers and the media

2. Policy

- Ensuring that the experiences, needs and aspirations of women's organisations are represented in public policy development and consultations
- Develop practical strategies to enable women's organisations and other WRC members to engage with and influence policy
- Ensure that the experiences, needs and aspirations of women's organisations are effectively represented including in consultation briefings and responses, reports, meetings, events etc
- Where agreed with the Head of Policy, deliver consultation events for women's organisations and other WRC members
- Identify the key policy trends impacting on women's organisations and the third sector generally
- Remain abreast of policy developments that are relevant to third sector organisations that work for and with women
- Continuously develop an awareness of specific issues affecting black, Asian, minority ethnic and refugee (BAMER) women's organisations and other organisations working for and with marginalised communities such as lesbian, bisexual, trans, younger, older and disabled women

3. Capacity building

- Build the capacity of WRC members on lobbying, representation and influencing decision makers through the provision of advice, advocacy, one-to-one support, resources and training
- Develop practical briefings, information and other resources for women's organisations and other WRC members on policy issues and influencing decision makers
- Refer member organisations to appropriate WRC activities and services and other agencies to meet their expressed needs as required.
- Support the campaigns and lobbying efforts of other women's organisations and WRC members as agreed with the Head of Policy

4. Promotion and awareness raising

- Identify key messages about the women's third sector to include in press work, responses, presentations, reports etc
- Attend meetings and other events and highlight the needs, expertise, experiences and aspirations of the women's third sector
- Deliver presentations and workshops about WRC and its work at conferences and other events
- Engage third sector and other press

5. Research

- Where identified and agreed with the Head of Policy, conduct or commission qualitative and/or quantitative research on the women's third sector and other issues

6. General

- Participate in the strategic planning of WRC's activities and services and the development of the organisation in general, including participation in weekly and ad hoc staff and team meetings and Management Committee meetings, for which time off in lieu will be given if outside of work hours
- Contribute information and relevant articles to the WRC newsletter, e-news and website and other organisations' publications
- Represent WRC in external networks and forums appropriate to the role
- Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation, to be negotiated by the post holder, line manager and Management Committee
- Observe all organisational policies whilst in the employment of WRC
- Undertake training and learning opportunities to ensure good performance in duties connected to this role
- Provide temporary cover for other staff in cases such as annual leave and sickness
- Work in partnership with other WRC staff and representatives of other organisations in developing and/or delivering activities
- Perform general administrative duties connected to the post, including ensuring all monitoring and evaluation and dissemination requirements are completed
- Any other tasks which are commensurate with the post and which reflect the needs of the organisation
- Assist in fundraising and reporting to funders as and when required
- Where agreed with the Head of Policy, travel outside of London to participate in events, meetings, training etc., which may include overnight stays
- Work occasional evenings or weekends, for which time off will be given in lieu



PERSON SPECIFICATION

*Your application should give clear examples of your experience, knowledge and skills and abilities gained in both paid and/or unpaid (volunteer) work for **each** of the Person Specification criteria.*

ESSENTIAL CRITERIA

Experience

1. At least two years experience of working in the third sector within a policy and/or capacity building context
2. Experience of communicating clearly, concisely and diplomatically with a wide range of people
3. Experience of producing accessible, professional and concise written materials such as research reports, articles, briefings, responses and publicity materials
4. Experience of organising successful events and meetings
5. Experience of engaging organisations and individuals in policy issues
6. Experience of public speaking
7. At least two years experience of undertaking qualitative and/or quantitative research

Skills and Abilities

8. Excellent analytical skills and attention to detail
9. Excellent skills in organising and prioritising a complex workload and working to tight deadlines.
10. Excellent keyboard skills and experience of using databases, internet search engines and Microsoft Office with at least an intermediate level of competence in the use of Word, Excel and Outlook
11. Ability to build strong and effective relationships with our stakeholders

12. Willingness to work occasional weekends or evenings, for which time off will be given in lieu
13. Willingness to travel throughout England, including overnight stay where necessary
14. Ability to be self-servicing for most administrative responsibilities
15. Ability to take forward WRC's strategic plan and to devise and implement work programmes for the Policy Team in furtherance of WRC's strategic objectives
16. Ability to confidently represent WRC in networks, forums and working groups and in liaison with senior representatives of government and the third and private sectors
17. Ability to work within a budget and maintain basic financial records.
18. Commitment to upholding the values, policies and procedures of the Women's Resource Centre and in particular, a commitment to equality of opportunity

Knowledge and Understanding

19. Clear understanding of the current issues facing women's third sector organisations, particularly groups led by and for lesbian, bisexual, trans, black, Asian, minority ethnic, refugee and disabled women
20. Knowledge of effective methods and tactics which can be used to lobby government funders and policy decision makers
21. Understanding of key policies and structures affecting the third sector

DESIRABLE CRITERIA

22. Experience of press work
23. Experience of parliamentary lobbying
24. Knowledge of policies and legislation which impact on the relationships between the public sector and the third sector