

## Job Description and Profile

**Job Title** Policy and Public Affairs Manager

**Location** London

**Reports to** Director of Policy and Research

### Main purpose of job

To deliver against DSC's policy and campaigning objectives

To ensure breadth and depth of input into DSC's policy development

To lead internal and external engagement on DSC's policy and campaigns activity

To develop and implement communications plans to promote DSC policy, campaigns and research

### Position in organisation

- Member of the Policy & Research Team
- Reports to Director of Policy and Research
- No formal line management responsibility (potential in future)
- Works closely with Marketing Team on communications and media liaison
- Works closely with Chief Executive and Board of Trustees

### Scope of job

#### To deliver against DSC's policy and campaigning objectives

- Develop, promote and support DSC's existing policy principles and policy positions
- Identify and action plan against key policy areas
- Plan, coordinate and lead DSC campaigns

#### To ensure breadth and depth of input into DSC's policy development

- Horizon scan for policy and campaigning issues and opportunities
- Analyse and respond to policy consultations, proposals and trends
- Work with peer organisations on joint projects and campaigns

**To lead internal and external engagement on DSC's policy and campaigns activity**

- Represent DSC at external functions and events
- Develop relationships with peers and other influencers across the sector
- Keep trustees and staff informed of policy developments (e.g. via written briefings and presentations)
- Liaise with research, marketing and publishing functions of DSC
- Write speeches, briefing papers and reports
- Conduct research in support of existing and prospective policy areas
- Lead internal policy meetings, forums and seminars

**To develop and implement communications plans to promote DSC policy, campaigns and research**

- Be the lead media contact for DSC – liaising with journalists, giving interviews, organising press releases and statements
- Develop communications plans for policy initiatives, campaigns, and research
- Work with Research and Marketing teams on media communications
- Coordinate DSC's social media activity for policy and campaigns

**Dimensions and limits of authority**

- Works to a brief and schedule agreed by the Director of Policy and Research
- No authority to commit to expenditure

**Qualifications**

- Educated to first degree level or higher in a relevant field

**Essential Experience**

- Two years' experience of policy, campaigns or public affairs work
- Broad and relevant experience of working in or with the voluntary sector
- Understanding of key issues facing the voluntary and community sector
- Experience writing reports, blogs, articles and briefings
- Experience creating and giving presentations
- Proficiency with social media – in particular Twitter
- Demonstrable experience of media relations and PR

**Desirable Experience**

- Public speaking and speech writing
- Project management
- Experience of writing and editing copy for publication
- Research experience, particularly in relation to policy and campaigns
- Website maintenance and content management systems
- Advanced degree in a relevant field

**Main duties and responsibilities**

<b>General duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor legislation, parliamentary activity and policy of relevance to the Voluntary &amp; Community Sector; provide written and oral briefings for internal and external audiences as appropriate.</li> <li>• Develop and maintain good relationships on behalf of DSC with policy-makers, opinion-leaders, and peer organisations.</li> <li>• Coordinate and publicise the policy and campaigning activities of Directory of Social Change.</li> <li>• Work closely with the Chief Executive, Director of Policy &amp; Research and the Leadership team to maintain a high policy profile for Directory of Social Change.</li> <li>• Drafting DSC’s responses to external consultations; delegating to other team members where appropriate.</li> <li>• Lead comms plans, media promotion and responses for policy, campaigns, and research, to ensure DSC’s position is represented.</li> <li>• Coordinate DSC’s social media output for policy, campaigns and research.</li> <li>• Represent DSC at external conferences and events, and on external groups and committees as appropriate.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Coordinate policy and campaigns strategy.</li> <li>• Carry out and contribute to specific research projects.</li> <li>• Undertake other duties which may from time to time be requested by the Director of Policy &amp; Research.</li> <li>• The post holder will operate within an equal opportunities ethos at all times and demonstrate a commitment to anti-discriminatory practices, presenting DSC in a way that is consistent with its work and philosophy.</li> <li>• Embody a commitment to DSC’s vision of ‘an independent voluntary sector at the heart of social change’.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Broad and relevant experience of working in or with the voluntary sector.</li> <li>• Detailed knowledge and understanding of key policy issues facing the voluntary and community sector.</li> <li>• Political intelligence – understanding of how policy affects the voluntary and community sector.</li> <li>• An understanding of research, research methods and their application to policy and campaigns.</li> </ul>	
<b>Mental skills</b>	<ul style="list-style-type: none"> <li>• Excellent analytical skills.</li> <li>• Ability to synthesise complex information into key points and issues.</li> <li>• Ability to identify underlying themes and trends from complex/multiple sources.</li> <li>• Ability to make connections between theoretical discussion and practical implications for the voluntary and community sector.</li> </ul>	

<p><b>Interpersonal and communication skills</b></p>	<ul style="list-style-type: none"> <li>• Exceptional written and spoken communication skills required.</li> <li>• Ability to work effectively with a wide range of internal and external stakeholders.</li> <li>• Ability to work as part of a team.</li> <li>• Skilled at giving media interviews, writing press releases, and constructing press statements.</li> <li>• Social media knowledge and skills</li> </ul>	
<p><b>Initiative, independence, leadership and management</b></p>	<ul style="list-style-type: none"> <li>• Significant scope to exercise initiative and input to strategic policy and campaigns development.</li> <li>• Ability to manage a varied workload, across a wide range of issues, and to prioritise effectively.</li> <li>• Working independently, without close supervision to achieve results.</li> <li>• Ability to solicit, coordinate, support and deliver work by others in DSC outside of a formal line management relationship.</li> <li>• Contribute to joint work with other organisations; lead formal and informal groups and alliances.</li> </ul>	