

## Job description

Job title:	Policy and Public Affairs Manager
Salary:	£44,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Marketing and Communications
Reports to:	Head of Policy and Public Affairs
Direct/indirect reports:	None

## Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

## Purpose of role

This role is responsible for managing the delivery of policy and public affairs work, maintaining and building on our high profile with policy makers, national and local government and other stakeholders.

You will be part of a small policy team and work with colleagues across the organisation as well as with senior internal and external stakeholders. You will work on a range of policy and public affairs issues relating to literacy and disadvantage, including mapping and responding to Government policy, writing internal briefings, helping to develop external facing policy reports, organising Parliamentary and party conference events, serving as the key contact for the All-Party Parliamentary Group on Literacy and arranging meetings with MPs and Peers. You will also help shape plans and identify new opportunities.

## Key contacts

You will work closely with the CEO and senior management team, as well as colleagues at all levels across the organisation. External contacts will include politicians and policymakers, third sector partners and corporate partners working with us on policy activity.

## Outline of responsibilities

- Monitor and analyse developments in public policy and manage public affairs activity in line with our organisational strategy
- Write succinct and influential reports, consultation responses, briefings, articles and web pages on policy issues for a range of audiences
- Organise policy-focused events including managing invite lists, event logistics and related communications and messaging, working with the media team where necessary
- Build and maintain links with Parliamentarians and other key policymakers
- Coordinate the activity of the All-Party Parliamentary Group on Literacy, including engaging politicians and policymakers, organising meetings, maintaining appropriate paperwork and drafting policy briefings
- Develop relationships with other organisations to share information and develop partnerships

- Manage the delivery of policy activity supported by our corporate partners, including coordinating meetings, providing updates and ensuring targets are met
- Advise programme teams on related policy activities and provide briefings
- Support local areas teams with public affairs strategies, including identifying appropriate politicians to engage and advising on event plans, logistics and communications plans
- Provide ad hoc support including attending relevant sector meetings and updating colleagues

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

## Person specification

Essential	Desirable
<p>Understanding of literacy / early years / education sector</p> <p>Ability to understand and articulate academic research and policy papers</p> <p>Excellent writing skills, including drafting policy papers and briefings</p> <p>Experience of public affairs and managing policy activity</p> <p>Experience of working in a policy-related role (e.g., charity, civil service)</p>	<p>Understanding of local and/or national government structures and processes</p> <p>Experience of senior stakeholder management and partnership development, including cross-sector campaigns</p> <p>Intermediate quantitative skills (e.g., analysis of DfE datasets in Excel)</p> <p>Event management</p>

## Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.