

Position Title	Policy and Public Affairs Manager	
Remuneration Band	Band 5	
Post Conditions	Permanent	Full time
Position Location	London, Mentmore Terrace	
Directorate	External Affairs	
Reports To	Senior Policy, Public Affairs and Development Manager	
Direct Reports	Policy and Public Affairs Officer and/or Policy and Communications Co-ordinator	

Purpose of Role

For more than 60 years, the National Children's Bureau has worked to champion the rights of children and young people in the UK. We are seeking an experienced policy and public affairs professional, with a good understanding of issues affecting children and families, to manage and deliver policy and public affairs work for the team.

This role will play a pivotal role in our work with policy makers and Parliamentarians, bringing evidence and children's voice to the heart of government. The position will have a key role in policy development and work to achieve policy change to improve children's lives. The role will manage and deliver elements of NCB's core work on policy and public affairs, provide project management of funded policy projects, and generate income during an exciting period of growth of the organisation.

Organisational Context

Since 1963 the National Children's Bureau has been at the forefront of campaigning for children and young people's right to a safe, secure and supported childhood. We are a dynamic and multifaceted organisation dedicated to a range of important issues affecting the lives of millions of children and young people. We champion children's right to be safe, secure and supported, by using evidence and our expert knowledge to influence government policy, and help practitioners to do the best job possible, especially for the most vulnerable and disadvantaged children and young people.

Key Accountabilities

- Influence specific areas of children's policy, developing evidence-informed policy positions and making an impact on government policy.
- Contribute to and manage areas of NCB's public affairs work, building relationships with Parliamentarians and those working in Westminster.
- Manage relationships with key decision makers including officials in government departments to ensure delivery of projects and achievement in relations to NCB's policy objectives.
- Ensure NCB's policy and parliamentary work incorporates children and young people's voice e.g. engagement with officials, speaking in Parliament or influencing Parliamentary processes.
- Project manage delivery of NCB's funded projects, including budgets, coordinating staff assigned to the project, and reporting to funder with support of Senior Manager
- Develop relationships with academic partners, funders, and key contacts in the wider children's sector.
- Deliver and support bids for funded policy and public affairs work; to support and contribute to bids led by other teams.
- To line manage Policy and Public Affairs Officer and/or Policy and Communications Co-ordinator, project manage staff on projects, and to mentor NCB colleagues on policy influencing.

Role Descriptors

Decision Making

- Project manage a funded project, or several smaller funded projects, including decision-making responsibility relating to delivery of activities and budget.

- Deliver policy influencing activity in line with context set out in the operational plan.

Analysis and Initiative

- Connect with NCB's practice and programme work to identify and analyse new sources of research, policy and practice information in order to create new recommendations and solutions for change
- Develop creative approaches involving young people in policy influencing and Parliament
- Identify risks in projects, including activities relating to participation, funder relationships, and policy influencing

Working Relationships

- Develop and maintain professional relationships with civil servants and Parliamentarians in order to persuasively make the case for NCB's policy objectives
- Develop maintain partnerships with voluntary sector representatives, academic partners, and funders.

Developing Others

- Directly line manage Policy and Public Affairs Officer and/or Policy and Communications Co-ordinator
- Project manage staff working on specific projects.
- Mentor NCB colleagues on policy influencing, and provide an internal point of reference for specific areas of NCB's policy work

Resource Management

- Take key role on bids and grant applications as part of income generations

- Responsibility for one medium sized, or several small sized funded projects, including managing budgets and reporting to funder with support from Senior Manager.

Person Specification

Knowledge, Skills and Expertise

- Experience of analysing policy and identifying effective solutions
- Understanding of issues affecting children's lives
- Experience of delivering policy and public affairs influencing, and influencing decision makers
- Excellent writing skills, including experience of drafting briefings for high level meetings, drafting bids and writing research and/or policy reports external audiences
- Excellent interpersonal and verbal communication skills, with the ability to communicate effectively with a range of audiences.
- Experience of involving those with lived experience in policy and/or parliamentary affairs
- Excellent organisation and project management skills for projects (e.g. using budget monitoring and project management tools)
- Some experience of bidding for and securing funds or supporting others to do this
- Experience of project management, line management and/or mentoring colleagues in policy influencing
- Excellent high IT skills
- A commitment to implementing equal opportunities and diversity across NCB
- Ability to undertake out-of-hours working and travel

Working at the National Children's Bureau

NCB is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

Background Checks

To ensure we effectively safeguard the children and young people that we work with, NCB will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions. After interview we may ask potential staff members in relevant roles for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS).

In order to process the Disclosure check, NCB is required to confirm the identity of any potential staff members. For this reason we will seek documentation as evidence of identity and a list of the documents required will be discussed with the potential staff member by the Human Resources team. You do not have to consent to these checks being carried out. However, if consent is withheld NCB will have the right to withdraw the offer of employment.

Benefits and Conditions

NCB employees enjoy a number of benefits as part of the terms and conditions of their employment including generous leave provisions, season rail ticket loans, a flexible approach to working, an Employee Assistance Program, and workplace pension contributions.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.