

<b>Position Title</b>	Policy and Public Affairs Officer	
<b>Position Number</b>	TBC	
<b>Remuneration Band</b>	Band 4	
<b>Post Conditions</b>	Permanent	Full time
<b>Position Location</b>	London Fields, Mentmore Terrace (at least 2 days per week in person)	
<b>Directorate</b>	External Affairs	
<b>Reports To</b>	Policy and Public Affairs Manager	
<b>Direct Reports</b>	None	

## Purpose of Role

The postholder will also have significant responsibility for:

This role will support the public affairs and policy influencing activity across NCB. The postholder will carry out policy analysis and influencing across a range of topics relating to the work of NCB, writing policy reports, consultation responses, blogs and other communications.

## Organisational Context

For over 60 years, the National Children's Bureau has worked to champion the rights of children and young people in the UK. We interrogate policy and uncover evidence to shape future legislation and develop more effective ways of supporting children and families. As a leading children's charity, we take the voices of children to the heart of Government, bringing people and organisations together to drive change in society and deliver a better childhood for the UK. We are united for a better childhood.

## Key Accountabilities

- Build positive relationships with key members of Parliament, in central and local government, and with other key stakeholders
- Write high quality policy papers, reports, submissions and summaries for internal and external audiences.
- Successful delivery of policy and public affairs influencing work.

- To champion the views of children, young people and parents in the development of public affairs and policy work
- Engage external audiences in the public affairs and policy work of NCB
- To effectively represent NCB at external events and in meetings with external stakeholders.
- To support the work of the Communication team
- To contribute to funding proposals as required

## **Role Descriptors**

### **Decision Making**

- Participate in the development and implementation of NCB's policy and public affairs work
- Plan and prioritise key stakeholder engagement

### **Analysis and Initiative**

- Develop and maintain knowledge in agreed policy areas and involve relevant NCB staff in the development of policy positions.
- To research and write briefings for Parliamentarians, government officials other audiences and NCB senior staff on specialist areas of policy, including commissioned work and responses to policy consultations.
- Monitor relevant policy and practice development
- Support with Communications work

### **Working Relationships**

- Build a network of working relationships with key external stakeholders including government officials, parliamentarians, the voluntary sector, academics, think tanks and wider Research and Policy contacts.
- Clearly communicate specialist and technical information to stakeholders.

### **Developing Others**

- Ensure policy and public affairs activity is delivered to a consistent standard across the team

### **Person Specification**

#### **Knowledge, Skills and Expertise**

- Experience of analysing and developing policy
- Evidence of public affairs and policy influencing
- Excellent writing skills, with experience of drafting briefings and reports
- Excellent interpersonal and verbal communication skills, with the ability to communicate effectively with a range of audiences, from children and young people to senior stakeholders including politicians and policymakers.
- Excellent organisation and project management skills
- Ability to work accurately and with an eye to detail
- Excellent IT skills
- A commitment to practices promoting Diversity, Equity and Inclusion
- Ability to undertake some out-of-hours working and travel for which notice will be given

## **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, 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.