

Job Description – Policy manager

**Location:** Hybrid – approx. 2-3 days in the office in London / Leicester / Cardiff

**Contract type:** **12 Month Fixed Term Contract**

**Hours of work:**  Full-time (37 hours per week) or 0.8 FTE or other flexibility considered

**Team:** Research and Development; Policy and Communications

**Line manager:** Head of Programme and Policy

**Salary:**  £33,000 - £42,000 per annum, depending on experience and location

# Main Purpose

Learning and Work Institute (L&W) is a member of Health Equals, an exciting new 5-year campaign made possible by the Health Foundation, that aims to grow public understanding of the structural factors that shape our health, including housing, income, and employment. Underneath a headline campaign aimed at the public sits a series of spotlight campaigns, focusing on these structural factors with the aim of influencing national policy across the UK to transform health opportunities for all.

L&W is leading the spotlight campaign on work, income and health, focusing on the connections between good work, good health and inclusion. The Policy Manager will be responsible for an exciting new programme, synthesising existing evidence and working in close partnership with others, to develop targeted policy recommendations and a new campaign for policy change that the whole Health Equals coalition can get behind.

This is a policy post fully funded through Health Equals on a one-year fixed-term-contract (FTC), and sits within L&W's policy and communications team. The postholder can be based anywhere in the UK but would need to be able to work on a hybrid basis from our offices in London, Leicester or Cardiff, with regular travel to London for programme activities.

The postholder will build relationships across L&W and be linked to different work, health and wellbeing projects, as well as being closely connected to the Health Equals core team and to the embedded policy posts for the other spotlight campaigns.

The Policy Manager will work collaboratively with Health Equals coalition members and wider stakeholders to develop expert policy solutions to improve work to benefit health, and to demonstrate effective pathways to good work for disabled people, people with long-term health problems (including multiple conditions and mental ill health) and their carers. Throughout, this programme will be informed by views and experiences of, and data on, people with lived experience of health conditions or disabilities.

# Indication of Key Programme Activities and responsibilities (subject to change)

* Develop a Theory of Change and a political influencing strategy that identifies key decision makers, officials and other stakeholders at a national and local level and the tactics that could be used to influence them.
* Hold ‘challenge sessions’ with stakeholders to test thinking at the strategy and policy development stages.
* Map and synthesise the evidence base in relation to (a) better and healthier work and (b) improved pathways into sustainable work for disabled people and people with long-term health conditions (including mental health) and their carers.
* Commission and analyse of new research as required to fill evidence gaps.
* Be involved in the design and running of focus group discussions with people with lived experience of health conditions and disabilities.
* Design and run policy influencing workshops with key stakeholders including Health Equals members, and test and refine our policy proposals with lived experience focus groups.
* Design and run regional and thematic webinars with external stakeholders.
* Design and arrange a UK-wide conference and work with L&W team to reflect programme in set-piece adult learning awards ceremonies.

**Organisational duties**

* Effectively manage the programme budget and project plan and timelines.
* Work collaboratively, with integrity, being proactive and willing to get stuck into all aspects of the programme.
* Play an active role in the organisation, including by producing or contributing to reports and presentations for SMT.
* Work closely with communications, campaigns and public affairs colleagues and agencies with L&W and Health Equals, to ensure high quality and timely communications and engagement for this programme.
* Demonstrate a commitment to equality of opportunity and a positive, open and collaborative approach in line with L&W’s core values and Staff Charter.
* Travel and occasional overnight stays will be required.

# Person Specification

|  | **Essential/ Desirable** |
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| Proven track record in developing policy and influencing programmes and/or campaigns | E |
| Knowledge and understanding of politics, Parliament, local government and devolved administrations | E |
| Good understanding of quantitative and/or qualitative research, with the ability to synthesise evidence accurately  | E |
| Excellent organisational and planning skills, including programme and resource management | E |
| Experience of delivering a range of policy and research outputs – for example research reports, thematic reviews, articles, blogs and summaries | E |
| Ability to work under own initiative with a proactive approach to problem solving. | E |
| Experience of working in or closely with a policy, communications, media and/or public affairs team.  | E |
| Proven track record in building strong relationships internally at all levels, and with external stakeholders. A team player with a can-do attitude. Experience of coalition working would be an advantage | E |
| Knowledge of and commitment to L&W’s charitable aims and purpose. | E |
| Knowledge or experience of working in health or employment policy | D |
| Experience of including people with lived experience in policy development | D |

 The successful candidate will have to undergo an enhanced DBS check.

Learning and Work Institute works across the UK. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.

Reviewed: February 2023

