

 Job Description

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| Job title | Policy and Campaigns Officer |
| Accountable to | Head of Policy and Campaigns  |
| Objectives | * To assist in the development of The Fostering Network’s externally facing policies on foster care and children’s social care.
* To use campaigning and member engagement to achieve the organisation’s policy and campaign priorities.
* To keep up to date with policy and research developments affecting foster care and children’s social care.
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| Hours per week | 36 |
| Location  | Office based in England, Wales, Scotland or Northern Ireland |
| Status | Permanent |
| Disclosure required?(The post involves contact with children and/or access to confidential information about children and families) | No |

**Responsibilities and accountabilities**

**Policy and research**

1. Help to consult on, research and develop policy positions that can influence UK policy and practice, are clear for our multiple audiences, and can be easily communicated through a variety of channels.
2. Help with the preparation of policy responses on behalf of The Fostering Network, for example to government consultations and other relevant external organisations.
3. Carry out research and surveys of fostering services, foster carers and other stakeholders to ensure that The Fostering Network’s policies and reports are evidence based.

**Campaigns**

1. Through close working with the Membership Team support member engagement to ensure the organisation’s priorities and positions are informed by our members.
2. Develop a network of campaigners who support and work with The Fostering Network to help deliver our campaign priorities.
3. Use the digital campaigning to support our campaigning work
4. Work with the communications team, develop new, and review existing, web content, social media and other communications channels to engage supporters in our policy and campaigning activity.

## Management

## None

## Budget

None

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## Knowledge and Experience

## Essential

1. Experience of policy development and preparing responses to external policy proposals
2. Experience of campaigning, lobbying or parliamentary experience.
3. An understanding of how central and local government structures work, including devolved institutions and relevant legislative frameworks.
4. An understanding of communications principles and channels, particularly knowledge of and experience of using digital and social media in influencing work.

## Desirable

1. An understanding of issues affecting children in public care and of current issues in foster care
2. Experience of managing and building a supporter base
3. Experience of lobbying policy makers in central or local government and of working to influence opinion formers
4. Experience of working to amend primary and/or secondary legislation

## Skills and Abilities

## Essential

1. Good verbal and written communications skills, with the ability to communicate complex issues simply and effectively
2. Excellent interpersonal skills, with the ability to deal confidently with a range of people at all levels, both internally and externally
3. Analytical and numeracy skills, in order to extract and interpret useful information from survey data and other information sources
4. Excellent planning and organisational skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines
5. Ability to think creatively and to spot and maximise campaigning opportunities
6. Ability to work as part of a team

**Attitudes**

**Essential**

1. Awareness of equalities issues and commitment to anti-discriminatory policies and practice
2. Prepared to work flexible hours
3. Prepared to travel within the UK on occasions and with adequate notice.

## Additional Information

**Pay and conditions of service**

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| Band | The Fostering Network Band 5 |
| Salary | £22,138 - £33,206 per annum plus £3,737 London Weighting, if applicable |
| Annual Leave | 25 Days plus five The Fostering Network days  |
| Probationary period | Six calendar months. |
| Notice period | Six working weeks One week during probationary period. |
| Hours of work | 36 per week  |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:Employee contribution is 3% of gross annual salaryEmployer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite and members of staff can join if they wish. |