

Policy Engagement Officer

Job description and person specification

Hours: Negotiable between 30 hours and 37.5 hours per week. We are happy to consider flexible working arrangements and invite job share applications. Some out of hours working will be required for which TOIL will be given.

Location: Negotiable but the postholder must be resident in the UK with the right to work in the UK. Office is in Vauxhall, London. Post can be worked as office-based or a mixture of office/remote working. The ability to attend meetings at the office on a regular basis is essential.

Duration: two-year contract with potential to extend subject to funding.

Salary: £34,725 pro-rata (£27,780 for 30 hours) plus 5% pension contributions.

Line management: Reports to the Head of Communications and Public Affairs

To apply please complete and return the application form to recruitment@wbg.org.uk by 9am on **Monday 13 November**. Please title your email Policy Engagement Officer Application.

Please also complete our Equal Opportunities Monitoring Form (this is anonymous and will be saved separate to your application, it will not form part of the recruitment process)

If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact the Head of Communications and Public Affairs, Erin Mansell at erin.mansell@wbg.org.uk for an informal conversation.

Interviews will be held on Tuesday 28 November.

Start date: January

About us

The UK Women's Budget Group is a feminist think tank that provides evidence and capacity building on women's economic position and that proposes policy alternatives for a gender-equal economy. We act as a link between academia, the women's voluntary sector and the social policy world of think tanks.

Our vision is of a gender-equal society.

Our mission is to advance gender equality in policymaking through feminist approaches to economics.

About the role

The Policy Advisory Group (PAG) is made up of academics and policy experts who contribute their time and expertise on a voluntary basis to support the development of WBG analysis and policy development. They also support the aims of the WBG by representing us at meetings and events and occasionally in the media. In addition, they support our responses to key Government fiscal events.

The Early Careers Network was created to provide a pipeline of academics and feminist economists who might at some stage join the PAG and support our work, and to support and build capacity among feminist academics early in their careers as part of our strategic aim to raise awareness of feminist approaches to economics.

The Policy Engagement Officer will support and coordinate the activities of the Policy Advisory Group to ensure that we harness their expertise and the Early Careers Network to continue their engagement in feminist economics and their interest in the work of the WBG.

The Policy Engagement Officer will also work with the PAG and with the Research and Policy team to develop policy implementation plans for our key policies as well as to agree our policy positions on areas we have not yet done so.

The role sits in the Communications and Public Affairs team, to ensure smooth coordination between our outward facing influencing work and our internal communication.

Job Description

Early Careers Network

- Work with the Communications team to share and adapt content from the main WBG social media channels for the ECN.
- Organise and deliver an annual conference (with support).
- Develop and support ongoing activities and engagement of the network to increase membership and maintain members' interest in our work.
- Develop a plan for a pipeline to the PAG.
- Coordinate activities to share the expertise of the staff team and the PAG with ECN members.
- Develop and maintain relationships with ECN members and academic institutions.

Policy Advisory Group

- Lead coordination of information and requests between PAG and WBG staff team.
- Develop and maintain relationships with PAG members.

- Work with the PAG and with the Policy and Research and Public Affairs teams to establish PAG working groups on key policy areas.
- Develop schedule of meetings and activities with working groups to develop policy implementation plans and policy positions.
- Organise meetings including agendas, papers and actions.
- Support drafting of policy papers.
- Work with PAG members on their individual contributions to e.g. consultations and inquiries.
- Work with Comms team to widen our pool of spokespeople from the PAG and provide briefing where needed.
- Work with Public Affairs team to brief PAG members for meetings with political and wider stakeholders.

Ad-hoc responsibilities

- Undertake own administration including correspondence, event management, and filing.
- Represent the Women's Budget Group at meetings and conferences as requested by a manager or the Director.
- Participate in WBG team meetings and meetings of the WBG Board.
- Undertaking any other duties falling within the scope of the role.

Person specification

Essential

Ability to build and maintain relationships with stakeholders from a range of backgrounds

Ability to communicate clearly and adapt communications for different audiences

Ability to understand and synthesise complex policy information

Ability to manage competing priorities and work independently to meet deadlines

Desirable

Experience of working with academics and / or policy experts

Experience of organising events

Experience of stakeholder management

Experience of creating social media posts on behalf of an organisation

Administration and co-ordination

Essential

Excellent organisational skills including ability to work on own initiative, prioritise tasks and manage deadlines

High level of computer literacy and familiarity with Microsoft Office packages

Personal qualities

Essential

Proven ability to work flexibly and collaborate as part of a small team

Commitment to and desire to promote women's equality and the values and principles of the Women's Budget Group