

Policy and Impact Officer

ABOUT TOGETHER;

/together is one of the most powerful and diverse coalitions in the UK - one that everyone is invited to join, from community groups across the country to some of the UK's best-known organisations. Chaired by the Archbishop of Canterbury, the Steering Group includes a broad range of organisations and individuals from the NHS and ITV, to the Scouts, UK Sport, TikTok and the CBI.

Our aim is to help build kinder, closer and more connected communities in the aftermath of COVID-19 through four strands of work:

- Building moments of participation and connection
- Creating and popularising a narrative of togetherness
- Supporting advocacy for changes in policy and practice
- Developing infrastructures for a growing movement

The /together coalition is coordinated by a small charity called The Together Initiative. For further information, please see www.together.org.uk

ABOUT THE ROLE;

The role of Policy and Impact Officer is a new and exciting opportunity for an experienced public affairs professional to work with stakeholders across the Together Coalition towards the Coalition's objectives in this area; to create a new level of salience for the policy area of social connection, and support groups of the willing with the coalition to get behind the specific ideas that have high public support but low salience.

Title	Policy and Impact Officer
Name of Organisation	The Together Initiative
Location	Home-based; this post will involve some job-related travel to London
Responsible to	Director
Starting Salary	£30,000-£35,000 per annum, dependent on experience
Working Hours	Full time, 35 hours per week, plus minimum 30-minute unpaid lunch break
Contract	This is a fixed term contract for 1 year, with the possibility of extension. Start date: January 2022. The notice period is one month in writing on each side. There is a probationary period of one month.
Holiday	30 days per annum, plus statutory holidays.
Equal Opportunities	The Together Initiative strives to be an equal opportunity employer and commitment to this process will be expected.

Job Context	The Together Initiative has been through a period of rapid growth and development. We have ambitious plans for the future therefore, in line with our strategy plans, structures and systems we want to ensure we have the team to deliver success.
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KEY RESPONSIBILITIES;

Policy development and advocacy:

1. To engage partner organisations throughout the Together Coalition and other expert bodies to build a series of totemic recommendations to the public, institutions, and government on what we collectively believe can shift the dial on social connection in the next decade.
2. To lead, alongside the Communications and Engagement Manager, on the development and activation of a strategy for the publication and dissemination of the Together Coalition’s policy vision document.
3. To convene and support informal working groups from within the Together Coalition to pursue joint objectives around key policy areas related to social connection, facilitating joint research projects and supporting collective advocacy efforts to achieve tangible policy goals.
4. To develop, in collaboration with the Director, fundraising proposals for bespoke research projects that emerge, as appropriate.
5. To support quarterly meetings of the Coalition’s Policy and Practice Advisory network, bringing together experts in social connection and cohesion to help advise on the Together Coalition’s ongoing work in policy and practice.

Impact evaluation:

6. To develop, in collaboration with the Director, a rigorous monitoring and evaluation framework for the outcomes of the Together Coalition’s activity, in line with the organisation’s strategy.
7. To support the team to define KPIs, monitor progress, and update strategies based on insights and learning, across all programmes of work.
8. To lead on the communication of the Coalition’s impact to funders, stakeholders and key political decision makers.
9. To develop projects to enable effective monitoring of longer term changes in social connection at national and local level, including work to ensure a significant improvement to the quality of data at every level to support this.

Other responsibilities will include:

10. To represent the organisation at external meetings, functions, events and webinars; to perform support related activities as required. To monitor policy developments related to social connection and community cohesion and to communicate these effectively to the wider team.
11. To continually develop and maintain contacts with policy teams throughout the Coalition; think tanks and policy institutes; civil servants and Members of Parliament.

This job description is not exhaustive. You may also be expected to support and deliver other projects and tasks, in line with your skills and experience that contribute to our overall organisation objectives beyond your core role.

KNOWLEDGE AND EXPERIENCE;

Policy

- Demonstrable experience of delivering successful public affairs strategies which have achieved substantive policy change.
- An excellent understanding of how Government policy is developed, including the influencing role of business and civil society.
- Ability to look critically at complex problems and assess a range of sources and ideas in order to support the development of research and advocacy priorities for the Coalition.
- Proven ability to inspire and motivate alliances and partnerships, with experience of facilitating constructive meetings with a wide range of stakeholders and use initiative and judgment to navigate uncertainty and make decisions, sometimes on multifaceted issues where multiple stakeholders are involved.
- Experience of working in networks/collaborative structures to deliver effective joint working and shared outcomes.
- Ability to quickly develop an understanding of current and emerging themes and ideas in relevant policy contexts to be taken into consideration in our work.

Impact

- Strong understanding of impact evaluation and the ability to develop robust monitoring and evaluation frameworks.
- Experience of qualitative and quantitative data analysis.
- Proven and effective communication skills, both written and verbal.
- Demonstrable understanding of the importance of social connection and community cohesion in our national life.

SKILLS AND ATTRIBUTES;

- Motivated and collaborative team-worker with ability to flex to the needs of the organisation at short notice and work across the team to deliver results.
- Excellent organisational and time-management skills with the ability to work independently effectively to deadlines, meet targets and achieve demonstrable results
- The ability to build and manage complex relationships with colleagues and external parties, to achieve results.
- The ability to communicate effectively through formal and informal means, including excellent skills in networking, verbal and written communication and delivering presentations.
- Strong commitment to the vision and values of the organisation.

To Apply

Please submit your CV and a cover letter no more than two A4 pages outlining how you meet the criteria set out in the Job Description, and why you believe you are well-suited to the role of Policy and Impact Officer to info@together.org.uk.

Together is committed to meeting the aims and requirements set out in its Equal Opportunities Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our workforce in encouraging equality and diversity. We would like you to complete [this form](#), to support us to achieve these aims and requirements. Please note that completing the Equal Opportunities and Diversity form is voluntary and your responses will not be shared with the panel.

Application Closing Date: Thursday 9th December 2021

Interview Arrangements: w/c 13th December 2021

At this time we will be conducting our interviews virtually via Zoom.

Unfortunately, we are unable to consider any applications which are received after the deadline

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed.

A note for recruitment agencies: We prefer to hire people directly and have a preferred supplier list in place. We will be in touch if we need you