

Job description

Job title:	Head of Policy and Public Affairs
Salary:	£50,000 to £55,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Marketing and Communications
Reports to:	Director of Marketing and Communications
Direct/indirect reports:	1 direct

Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

Purpose of role

Head of Policy and Public Affairs is a leadership role responsible for the strategic direction of our policy engagement and influencing at national, regional and local level. You will develop relationships with Government departments and politicians, at a once-in-a-generation moment of opportunity and policy change, and bring together key stakeholders to share best practice, support our campaigns and advocate for our work.

You will also you will contribute to the development of our local Literacy Hubs, a place-based approach which brings communities together to address literacy needs. You will support relationships with local stakeholders in order to align our Hubs to existing local authority corporate plans, services and interventions.

You will line manage a Policy Manager, as well as being part of our extended leadership team.

Key contacts

You will work closely with the CEO and members of our senior management team who are responsible for our programme and community work, as well as other key internal stakeholders. External contacts will include local and national policy makers, local authority senior stakeholders, funders and sector leaders.

Outline of responsibilities

- Lead the development and delivery of our cross-organisational policy strategy to deliver our strategic priorities
- Develop, drive and manage effective approaches to delivering our strategy through national, regional and local work
- Develop new and existing relationships with relevant Government departments (DfE, DCMS, MHCS, DoH), combined authorities and devolved governments and help to oversee all existing relationships, ensuring clear outcomes and links to our strategy
- Map and influence funding decisions to ensure sustainability, increase our reach and expand our evidence base of what works
- Support relationships with local stakeholders in order to align our local Hubs to the devolved powers of combined authorities and local authority corporate plans, services and interventions

- Lead more broadly across the sector, bringing together key stakeholders from diverse groups with different agendas to share best practice, and advocate at a local and national level for the charity
- Work with the Head of Strategic Communications to ensure strong campaign narratives that engage and influence key decision makers
- Proactively horizon scan developments in place-based approaches and how these should influence our policy, community delivery and campaigns
- Be a compelling and expert advocate for our work and connect with the best and most inspiring people and organisations to deliver our mission
- Help to identify new areas of work to meet the strategic objectives of the National Literacy Trust

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<p>Senior leadership experience, galvanising organisational strategy</p> <p>Experience influencing national and local policy and practice</p> <p>Working effectively with government departments and large funding partners</p> <p>Leading teams to deliver successfully against KPIs within tight timescales</p> <p>Excellent communication skills including public speaking and as an expert voice on policy</p>	<p>Understanding of complex programme delivery with multiple partners, in both educational and community settings</p> <p>Experience within the education sector and place-based working</p>

Summary of terms

<p>Location:</p>	<p>You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.</p>
<p>Flexible working:</p>	<p>We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
<p>Travel:</p>	<p>This post will require national travel. Travel expenses will be paid when incurred in line with our expenses policy.</p>
<p>Safeguarding:</p>	<p>We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.</p>