**Candidate Information**

**Policy Officer**

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| **Salary:**  | Grade F:£28,831 per annum pro rataLondon Weighting Allowance of £4,195 for all those living within a London Borough (32 local authority districts plus the City of London) |
| **Hours:** | Full time hours are 37.5 hours per weekThis job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is suitable for compressed hours or school hours. |
| **Contract:**  | Fixed term until 31st March 2025 (with possibility of extension if funding is secured)  |
| **Disclosure:** | Enhanced DBS/PVG Scheme/AccessNI is not required for this position as the post holder will not be working with children in educational settings  |
| **Base:**  | Sustrans offices, home based or hybrid. Will need to travel to our Bristol hub for team meetings in person once a month. |
| **Travel:**  | This role will also involve infrequent travel across the UK, including occasional overnights stays for project delivery. |
|  | A key part of being the charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

**Job or Project Specific Information**

The post holder will help develop evidence, policy and practice. A significant part of this will be through supporting policy-led research to understand how disadvantaged groups can be better represented as national governments and places seek to transform mobility across the UK.

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|  **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

The post holder will help develop evidence, policy and practice. A significant part of this will be through supporting policy-led research to understand how disadvantaged groups can be better represented as national governments and places seek to transform mobility across the UK.

**Where this role sits in the structure**

* Reporting into the Head of Policy
* Working closely with the Senior Policy Officer
* This role does not have line management responsibility

**Key responsibilities**

Responsibilities may include:

1. To project manage the delivery of ongoing research and policy guidance relating to inclusive walking, wheeling and cycling.
2. To assist with ensuring that policy-led research, guidance and partnerships relating to walking, wheeling and cycling are effective and help inform and create change within the sector.
3. To analyse and where necessary gather key data (quantitative and qualitative) to support decision-making and influence public policy.
4. To grow and develop relationships with key stakeholders around equity and inclusion for walking, wheeling and cycling.
5. To work with colleagues on the development and review of Sustrans public policy positions and policy briefings.
6. To support colleagues across Sustrans and external audiences with policy advice and information to ensure a consistent and coherent approach.
7. To work with the policy and digital team to produce policy content for our digital channels.
8. To support the policy team to respond to consultations from government, ensuring that Sustrans presents a strong case for walking, wheeling and cycling.
9. To have an awareness of how our agenda and its political and societal context is moving, changing and evolving to ensure that Sustrans is in the lead of policy formation and thinking.
10. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.
11. To contribute towards raising the profile of Sustrans by representing the charity at meetings, activities and events, as required.

**Responsibilities for all policy and public affairs colleagues**

**Business development:**

1. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Training and personal development:**

1. To attend essential Sustrans training as required by the charity.
2. To ensure own personal development by working to objectives set as part of the charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the Sustrans’ policy for the management of Health and Safety.
2. To support and comply with the Sustrans’ policies for the management of safeguarding.
3. To support and comply with the Sustrans’ policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Networks:**

1. Participation at Sustrans’ Policy and Influencing Network including minuting of meetings.

**Other**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person specification**

The following criteria sets out the skills, knowledge and experience which will be assessed against at both application and interview stages. You should use the selected criteria as a guide to convey the evidence of your experience in these areas on your application form.

Our website has a useful guide about how to make a great job application to help you.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience in conducting in-depth research across a varied range of issues to develop policy, including qualitative and quantitative research | ü | ü |
| Experience writing and communicating for policy and public audiences |  | ü |
| Experience of delivering research and policy projects with significant impact | ü | ü |
| Experience of leading projects and managing budgets with support from colleagues | ü |  |
| Experience of building and maintaining effective working relationships with a wide range of individuals and organisations, including external partners |  | ü |
| **Skills and Abilities** |  |  |
| Ability to present arguments and clearly communicate complex information to a range of audiences – including senior decision makers in an accessible and persuasive way, in person and in writing |  | ü |
| An analytical approach with the ability to assess complex information and quickly identify the key points or arguments | ü |  |
| Ability to build and maintain productive working relationships and work in a team, including project management | ü |  |
| Ability to use own initiative to solve problems, make decisions and work independently  |  | ü |
| Ability to work well under pressure, multi-task and balance competing demands on your time.  |  | ü |
| Fully competent IT and digital skills  |  |  |
| Ability to develop and give presentations to internal and external audiences |  | ü |
| **Specific knowledge required** |  |  |
| A good understanding of research methods including qualitative and quantitative research | ü |  |
| A good understanding of the politics in the UK, particularly the UK Government and how it works |  | ü |
| A good understanding and knowledge of local government in different UK nations and regions |  | ü |
| An understanding of equality, diversity and inclusion.  | ü |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning

Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Our teams often come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our safeguarding policies.

One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our equality, diversity and inclusion policies and procedures.

Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.

It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).

It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.

Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­

We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.

Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.