**Policy and Impact Analyst (fixed term)**

**Summary of role:**

The main objective of the role is to undertake research, analysis and drafting in support of the work of the Armed Forces Covenant Fund Trust; and its objective of supporting the Armed Forces community through funding real change. Working with the Director of Policy and Communications, the role will develop and deliver projects to explore and disseminate the impact of the Trust’s funding; and provide policy advice.

Home working is preferred for this role; with some limited travel to London. The small policy and communications team are all home based; and there would be a requirement to work collaboratively using suitable technology.

Salary: Up to £33,000 dependent on experience.

**Main duties:**

* Develop evidence-based reports on the impact of grant making programmes run by the Armed Forces Covenant Fund Trust
* Work with the Communications Officer to disseminate findings relating to impact and external evaluations
* Work with research organisations and universities that are delivering external evaluations for the Trust
* Contribute to the development of new funding programmes and to the creation of application, assessment and post-award management materials.
* Develop additional resources for grantholders and wider stakeholders to share learning and good practice from grant funded programmes
* Undertake policy and research projects that add value to the work of the Trust
* Make public presentations on behalf of the Trust.
* With colleagues, ensure that all data held in respect to grants and grant holding organisations is well managed.
* Initiate ideas and collaborate with colleagues to undertake appropriate work to promote the Trust, build relationships with a range of stakeholders and pursue ways to add value to the Trust’s grant making.
* Contribute to the Trust’s development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
* Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met.
* Any other duties as reasonably expected.

**Person specification**

Essential:

* At least 2 years’ experience of policy or research work in a not-for-profit or public sector environment.
* Excellent research and drafting skills, including the ability to assimilate and summarise large volumes of material, and to produce high-quality work to tight deadlines.
* Proven project management skills
* An excellent understanding of the voluntary sector
* Experience of using analytical skills to produce reports
* Some experience of, and understanding about, working with the statutory sector, such as central and local government, the NHS, education bodies or devolved administrations.
* Extensive experience of preparing and presenting written reports to colleagues and seniors.
* Ability to use judgement in analysing data in a variety of formats
* Excellent MS Office skills (Word, Excel, Powerpoint) and experience of using databases.
* Excellent organisational and administrative skills.
* Ability to multi-task, work in a dynamic environment and remain calm under pressure.
* Ability to deal with sensitive and/or confidential information.
* Excellent written and verbal communication skills.
* Ability to work independently as well as in a team; and collaborate using technology packages such as Microsoft Teams.

Desirable:

* Personal knowledge or experience of the Armed Forces community.
* Experience of delivering collaborative projects working with a range of organisations
* Experience of working for a charity.
* Evidence of interest in and commitment to the work of the Trust.
* Experience of working with academic or research institutions
* Interest or experience in contract management and procurement