**Policy Officer (12 months 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 postholder will help to develop new funding programmes, provide policy advice to internal and external colleagues and deliver projects to explore and disseminate the impact of the Trust’s funding. The postholder will work closely with communications colleagues and grant managers.

Previous policy experience is not essential; but applicants should have a strong interest in Armed Forces communities, Children and Families and in wanting to contribute to work that reduces disadvantages. The role requires the ability to undertake research; assimilate and summarise large volumes of material; and excellent drafting skills. You will also need to be able to summarise and communicate complex ideas to a range of audiences.

Candidates with administrative or project management experience, or practical experience of working with Armed Forces communities, or with disadvantaged children and families are welcome to apply. This role will work closely with the Communications Officers to develop and support the delivery of targeted communication campaigns to inform our stakeholders, so an interest in digital communications would be useful.

This role will support our work to ensure that our funding makes a real difference to the lives of Armed Forces communities in the UK. You should have a clear interest in Armed Forces communities, children and families and in reducing disadvantages that have a negative impact on people’s lives. In time, the postholder would be able to take the lead on some areas of policy work.

This role will be based at the postholders home, with some limited travel to London. The small policy and communications team area all home based; and there would be a requirement to work collaboratively using suitable technology.

Salary: £28,000- £33,000 dependent on experience.

**Main duties:**

* Support the development of the Trust’s funding programmes, assisting in policy development work, and the creation of application, assessment and post-award management materials. You can find examples of our application materials [here](https://covenantfund.org.uk/programmes/)
* Create impactful briefings reports and board papers on relevant policy areas for the Trust. You can see an example [here](https://covenantfund.org.uk/resources/consultation-report-the-local-grants-programme/)
* Work with colleagues to deliver effective communications campaigns
* Prepare grant announcements for publication following decision; and support the Trust’s work to ensure that we are transparent and accessible
* Work with the Communications Officers to disseminate findings relating to impact and external evaluations
* Organising events including round tables, webinars and conferences
* Develop additional resources for grantholders and wider stakeholders to share learning and good practice from grant funded programmes
* Undertake policy projects that add value to the work of the Trust, such as consultations or thematic reports on areas of the Trust’s work
* Make public presentations on behalf of the Trust
* Develop excellent working relationships with a broad range of stakeholders
* 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 relevant administration or project management work; or work with Armed Forces communities, or children and families, in a not-for-profit or public sector environment; or while studying.
* 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 understanding of the voluntary sector
* Experience of using analytical skills to produce reports
* Experience of preparing and presenting written reports to colleagues and seniors.
* Ability to communicate complex ideas to different audiences
* Ability to use judgement in analysing data in a variety of formats
* Adaptable and determined with a positive and proactive attitude and a capacity to think creatively and act pragmatically.
* 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.
* Able to consider a range of viewpoints and to develop and communicate the Trust’s agreed positions on these.
* 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.
* Some experience of, and understanding about, working with the statutory sector, such as central and local government, the NHS, education bodies or devolved administrations.
* Experience in contributing to communications work
* 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