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**JOB DESCRIPTION**

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| **Designation:** | **External Affairs Lead (England & Wales).** |
| **Location:** | **Home based.** |
| **Duration:** | **One year – reviewable.** |
| **Hours of work:** | **This is a full-time role.** |
| **Salary:** | **£34,250** |
| **Direct reports:** | **No direct reports at present however some management may be required.** |
| **Reports to:** | **Deputy Chief Executive Officer/Director of Policy** |

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**Job Description**

This role works with the DCEO on the development and delivery of the charity’s external affairs policy and campaign strategies by working to engage and inform partners, influencers and parliamentarians across England and Wales. The role will be responsible for all top-level statutory, third sector and political liaison at an operational level and understand all the needs of each nation – as well as the governments agendas.

1. **Key Responsibilities**

* To work with the DCEO to design and implement an external affairs and campaign strategy that focuses on four core areas:

1. Statutory partnerships – incl. governments/assemblies
2. Political partnerships/patronages – incl. MPs/MSs/Peers
3. Sector partnerships – with the age, domestic abuse and third sectors
4. Other core influencers – incl. related corporates and lobby groups

* Working closely with the Policy and Research Officer on a range of policy and campaign initiatives that raise the profile of the abuse of older people, discuss the core themes around abuse/neglect, shape statistics/analytics/research in the sector and respond to government/statutory reporting/briefing or consultations on the issue.
* To act as lead on all political and sector relationships which allow the DCEO/CEO to build strategic alliances and like-minded groups of political supporters. This will include being the touchpoint for all political champions and patrons.

1. **Political and parliamentary liaison**

* To proactively build and relationship manage a cross-party spectrum of like-minded political ambassadors to help promote, shape and inform charity campaigns and policies.
* To develop and maintain a good knowledge of political and policy issues, and service developments, relating to the abuse of older people in England and Wales.
* To represent the charity in forums, alliances, working and advisory groups, providing advice and information on the nature, extent and issues associated with the abuse of older people.
* To proactively look for funding opportunities that relate to core policy areas and work with the relevant Hourglass teams to deliver.
* To deliver key aspects of Hourglass parliamentary activity, including proactively building contact with parliamentarians, identifying political opportunities for the charity to have influence, lobbying on relevant Bills, drafting briefing materials and responding to incoming parliamentary enquiries.
* To provide direct advice, guidance and information to social policy makers, including appropriate Peers, politicians and Members of Parliament responding to demands for information and calls for evidence along with identifying gaps in knowledge and existing service provision.

1. **Policy Activity**

* To work as an essential member of the charity’s Policy Unit, liaising with all members and developing the charity’s policy plans under the guidance of the DCEO.
* To influence and provide direct advice, guidance and information to social policy makers, including appropriate members of parliament and peers, on the nature, extent and issues associated with the abuse of older people and safer ageing.
* To represent the charity at key external meetings and to take strategic decisions at those meetings in order to further the charity’s strategies. This may involve advising staff and volunteers on social and health care policy and campaigns.
* To draft policy briefings, newsletters, and other public documents for lobbying, and producing robust evidence-based material for submission to Government, parliamentarians, the civil service and other statutory bodies, working to tight external deadlines.
* To write policy resources, policy messages including reviews, positions, briefings and blogs for a variety of stakeholders using our website and social media platforms.
* In conjunction with the DCEO/CEO and in liaison with the charity’s Management Team, to plan and lead on campaigning and lobbying strategy on policy areas, working with internal and external colleagues and volunteers.

1. **External Affairs and Partnerships**

* To be responsible for the development of core partnerships across the third sector and related areas – enabling the charity to build greater impacts through partnership working, alliances and collaborations. This will rely on a strong understanding of the frontline services, income generation and policy/research areas to be able to introduce accordingly.
* To work closely with the DCEO/CEO on all elements of external affairs in order to promote the charity’s manifesto/statement of aims which appeals to a broad cross-section of partners and the general public.
* Work closely with relevant staff to ensure that all statistical analysis is represented accurately and positively on all outward facing literature or online.
* To ensure all required data and information is represented within the annual report and for trustee meetings – including ownership of the policy papers and briefings for the regular trustee meetings.

1. **Media Activity**

* To actively work with the charity, identifying opportunities for promotion of the charity, providing any necessary information or research and suggesting patrons and ambassador for the charity for promotion in newspapers, radio and television.
* To represent and promote the work of the charity at events, conferences and seminars as required.
* To provide information and updates on a weekly basis to ensure that the charity website/social media is regularly updated, and to directly contribute to the social policy outlets of the charity.

1. **Trustee Board**

* To contribute to and produce reports for the Board of Trustees as required and to speak to them when requested.
* To provide papers for the National Councils and Advisory Groups as required – attending where there is a need.

1. **Fundraising**

* To work closely with the income generation team on shaping and honing bids and campaigns where relevant to the role. This would include the ongoing WEAAD, Safer Ageing Week and campaign priorities – as well as relevant trust and foundation applications.

**General Responsibilities**

* To respond appropriately to telephone, written and email enquiries from the charity and externally.
* To support meetings of the Advisory Committee in England and Wales or its successor body, and provide support to Trustees or Council members when required.
* To ensure all software, databases and equipment are fit for purpose, and staff and volunteers have the relevant support to use them.
* To ensure all staff receive regular support and supervision, providing appropriate advice and guidance in accordance with good practice and Hourglass policy.
* The role will also be expected to:

1. travel to meet the requirements of the role
2. work unsocial hours on occasions and be flexible with working pattern as and when required
3. deputise for other staff as required
4. work with all communities across the UK and Ireland.
5. complete any other duties which may be required, commensurate with the level of this post.

* The postholder must maintain confidentiality and observe requirements of the Data Protection Act.
* The post holder must at all times carry out their responsibilities with due regard to Equality legislation and the charity’s Equality, Diversity and Inclusion Policy.
* The post holder is required to be familiar with Health and Safety legislation

and the Hourglass Health & Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.

* The duties and responsibilities highlighted in this job description may vary over time.
* Postholders are expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post.

Person Specification

**Essential Criteria – *Candidates will be expected to demonstrate how they can deliver against these criteria.***

1. Degree level education or equivalent experience preferably in a relevant field
2. Experience of working with Westminster Parliament, a devolved assembly or a political party or equivalent.
3. Good understanding of legislative requirements applying to adult protection and domestic abuse
4. Ability to manage a complex and varied workload, and manage confidential issues.
5. Proven ability to develop effective relationships with senior staff in statutory agencies, voluntary agencies, regulatory bodies
6. Experience of working in partnership with other organisations and agencies
7. Excellent communication skills both written and oral
8. Experience of dissemination research findings

**Desirable Criteria:**

1. Experience of working 1-1 with parliamentarians, politicians and political advisers.
2. Experience of delivering reports to Board Directors/Trustees.
3. Experience of issuing press releases.
4. An ability to demonstrate a positive attitude to older people and a demonstrable interest in challenging the abuse of older people, coupled with an ability to deal appropriately with sensitive issues.

**Skills:**

1. Ability to think and plan strategically
2. Excellent data management and manipulation skills
3. Excellent interpersonal skills, including diplomacy, sensitivity and negotiation skills
4. Excellent presentation skills
5. Skilled at developing and maintaining internal and external working relationships
6. Strong networking skills
7. Excellent project management skills

**Personal Qualities**

1. Innovative and creative, able to identify and act upon new opportunities
2. Proactive, and able to work on their own initiative as well as part of a team
3. An excellent communicator with strong persuasive skills
4. Inspirational to both internal staff and external supporters
5. Targets and results oriented

**Education**

1. Thorough knowledge of charity law and parliamentary process, including GDPR
2. Degree-level education
3. Thorough working knowledge of MS office

**Other**

1. Willingness and ability to operate in accordance with the values and policies of Hourglass and work flexibly in response to changing organisational requirements
2. Flexibility and willingness to travel in the UK and to work some unsocial hours
3. Commitment to bring into the work the views and needs of people with direct experience of abuse