



## **POLICY LEAD – EDUCATION (POLICY, PARTNERSHIPS AND DEVELOPMENT TEAM): JOB DESCRIPTION**

### **1.0 Purpose and responsibilities**

#### *1.1 Purpose of the role*

To be the policy specialist in the field of Education for care-experienced children/young adults on behalf of the organization.

#### *1.2 Principal responsibilities*

The main responsibilities associated with this role are to:

- Be a source of expertise for the organization in the respective policy area
- Keep abreast of relevant government policy and provide briefings up the chain of command (working with Head of Policy)
- Provide organization with draft responses to government and partner consultations (working with Head of Policy)
- Horizon scanning of likely future government policy, government funding and global/national examples of best practice, and provide briefings/ briefing materials for relevant members of the organization
- Provide CR draft policy development for respective policy area
- Help initiate and drive CR policy innovation projects with respective project leads

### **2.0 Person specification**

#### *2.1 Personal qualities, skills, qualifications and experience*

- Personal qualities/qualifications – highly capable (likely to hold a degree level qualification but this is not a requirement)
- Personal qualities – Highly driven and self-motivated
- Experience – will most likely have either current academic or professional interests in the respective specialism, or can demonstrate a breadth and depth of up-to-date, relevant knowledge
- Personal qualities – a good team player, keen to work alongside other highly intelligent, motivated volunteers
- Personal qualities – able to understand and place the work of the role and team within the wider aims and work of the organization
- Skills – good verbal and written communication skills

### **3.0 Terms and conditions**

#### *3.1 Reporting and support procedures*

This role reports to the Head of Policy, who also provides e-mail, phone and virtual support as, and when, is necessary.

#### *3.2 Location*

It is expected that the postholder will work remotely.

#### *3.3 Hours*

Hours for this role are flexible but it is likely to encompass 4-8 hours per month.

#### *3.4 Pay*



This is a voluntary position and as such there is no direct financial remittance for the hours worker.

#### **4.0 Contact details**

For more information on this role, or to receive a paper copy of our application form, please contact:

[ed@concreterose.co.uk](mailto:ed@concreterose.co.uk)