



POLICY LEAD – HOMELESSNESS (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 children/young adults' homelessness 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