

Head of Policy

Summary of role:

The Head of Policy will develop policy, provide advice and undertake analysis to support the strategic direction of the Armed Forces Covenant Fund and its mission to fund projects that support the delivery of the Nation's Covenant promise to our Armed Forces, their families and veterans. Working with the Director of Policy and Communications, the postholder will develop new funding programmes, implement the Covenant Fund three year strategic framework, 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 and grants colleagues and present reports and lead discussions with the senior management team and with the Trustees at board and sub-committee meetings.

Significant policy experience is required; particularly within a government or non-departmental public body policy environment. We are looking for someone who is a strategic thinker, has political insight, exceptional communication skills and can express themselves in a confident and concise manner with colleagues and external partners at all levels. You will represent the organisation both professionally and sensitively, ensuring key messages are delivered to both internal and external stakeholders in a timely fashion.

The role requires the ability to work at pace with a diverse range of stakeholders. You will need to be able to summarise and communicate complex ideas to a range of audiences.

This role will support our work to ensure that our funding addresses the aims of the Armed Forces Covenant ensuring that those who serve or have served in the Armed Forces, and their families, are treated fairly and that special consideration is given to those, such as the injured or bereaved, who have given the most. 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.

Experience of the charity sector, and understanding of relevant governance issues and charity law would be an advantage. The postholder would be expected to take the lead on some areas of policy work.

This role will be based at the postholder's home, with some limited travel within the UK. The Trust's staff are all home based; and there would be a requirement to work collaboratively using suitable technology.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide to Armed Forces Communities. We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you fully meet the skills criteria listed in our job descriptions, we'd still like to hear from you.

Salary: £50,000- £55,000 dependent on experience;

Main duties:

- Develop and maintain effective engagement with key stakeholders, including within the Ministry of Defence, Cabinet Office and the Armed Forces charity sector
- Take lead responsibility for delivering high quality responses including briefings, Parliamentary Question responses and correspondence and ensuring information for government colleagues, senior leaders, and stakeholders is accurate and up to date in a fast-moving environment.
- Lead policy engagement within the Trust's funding programmes, undertaking contextual policy work, sector engagement or consultation to inform policy development and the creation of application, assessment and post-award management materials; implementing the Covenant Fund 3 strategic priorities. You can find examples of our application materials [here](#).
- Create impactful briefings reports and board papers on relevant policy areas for the Trust. You can see an example [here](#)
- Provide comprehensive policy advice, including key messages and lines to take for Communications colleagues, and deliver specific projects within the Communications Strategy annual action plans.
- Lead on the Trust's compliance with the Subsidy Control Act
- Develop additional resources for grantholders and wider stakeholders to share learning and good practice from grant funded programmes and make public presentations on behalf of the Trust
- Manage the Trust's Policy Officer
- 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.
- Make public presentations on behalf of the Trust
- Act as deputy to the Director of Policy and Communications in respect of policy issues as required
- 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 three years' experience in a management role undertaking policy work
- Direct experience of working with Government departments or Parliament and other agencies of influence
- Substantial experience of producing briefings for senior audiences, and providing responses to Parliamentary Questions
- Proven ability to build effective relationships with high profile and senior stakeholders, encouraging collaboration to achieve positive outcomes. Able to actively seek and consider input of people / organisations from a diverse group of backgrounds and perspective
- 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.
- An understanding of the principles of Managing Public Money; and of working with Non Departmental Public Bodies
- Proven ability to understand and interpret the strategic drivers for your area of work, and how to use these to contribute to wider organisational priorities.
- Ability to spot emerging issues and trends which might impact on the Trust, or our grant making
- Strong communication skills, with an ability to distil key messages and provide policy advice to colleagues. Excellent written and verbal communication skills with the ability to communicate complex ideas to different audiences
- Ability to develop and sustain effective relationships with key stakeholders
- Ability to manage a wide-ranging workload and prioritise conflicting priorities effectively, working in a dynamic environment and remaining calm under pressure.
- Evidence of successfully working collaboratively within a small close-knit team
- Experience of line managing staff
- Experience of using analytical skills and analysing data to produce reports
- 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.
- 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 position.
- Ability to work independently as well as in a team; and collaborate using technology packages such as Microsoft Teams.

Desirable:

- Experience of working in, or closely with, the voluntary sector (this could be in a paid or voluntary capacity)
- A good understanding of the governance and legal issues relevant to registered charities



**THE ARMED FORCES
COVENANT FUND TRUST**

- Experience of working within a compliance or regulatory setting
- Some experience of, and understanding about, working with local government, the NHS, education bodies or devolved administrations.
- Experience of delivery of funding programmes
- Evidence of interest in and commitment to the work of the Trust.
- Experience of working with academic or research institutions