

Job title: Policy Manager

Department: Think Tank and External Affairs (TTEA)

Reporting line: Head of Policy & External Affairs

NPC is the leading, independent think tank and consultancy for the UK social sector, working with charities, funders and policymakers to achieve the greatest possible social impact. We are driven by the values and missions of the social sector, to which we bring the rigour, clarity and analysis needed to better achieve the outcomes we seek. We also share the motivations and passion of funders, to which we bring our expertise, experience and track record of success.

Our think tank work provides thought leadership for the wider sector, pioneers solutions and brings people and organisations together to tackle the social problems facing us in 21st Century Britain. We identify issues preventing the sector from achieving its potential, explore ways to overcome them and create and convene coalitions for change in the process. We are currently working on projects and programmes of work including: the state of the social sector; accessibility, diversity, equality and inclusion; criminal justice; 'place' as a unit of social change and the need for cross-sectoral collaboration; and the potential for digital transformation in social change.

Our consulting services help charities and funders find solutions to the challenges they face, whether they are trying to work more effectively, exploring new ways of working, or setting out to prove their worth. Our advice is backed up by over fifteen years of research and draws upon our think tank work to transform the social sector.

Purpose of job

To help expand, develop and deliver NPC's programme of policy work as we refine and redefine our strategic priorities

Duties and responsibilities

- To support and work with the Head of External Affairs to expand, develop and deliver NPC's programme of policy work, helping us achieve objectives and consolidate our position as the leading, independent think tank for the social sector.
- To help project manage and deliver existing flagship research projects.
- To help develop, fundraise for and deliver smaller, topical policy projects, following scoping and co-design with the Head of Policy & External Affairs.
- To monitor and analyse external trends and developments to inform the planning and development of our think tank work.
- To co-ordinate and run policy briefings and policy advisory board meetings, after scoping and co-design with the head of Policy & External Affairs.
- To deputise for the Head of Policy & External affairs as appropriate/necessary
- To work with the Head of Policy & External Affairs and other colleagues from across the organisation on NPC's responses to external events and consultations.
- To represent NPC with policymakers, stakeholders and funders.
- To work with Communications colleagues to ensure that our research, policy lines and wider output reach the desired audiences—and help attract new ones.
- To help Consulting colleagues deliver pieces of commissioned work (as appropriate/necessary) and draw out lessons from their wider output to feed into the work of the Think Tank.

- To work with Innovation & Development colleagues to develop compelling fundraising opportunities for new and existing Think Tank and wider organisational priorities.

Key skills and competencies

Essential

- 3-5 years' experience of working in a research, think tank or relevant environment.
- Experience of developing policy and strategy.
- Ability to communicate effectively, both verbally and in writing to a range of audiences.
- Experience of writing briefings, consultations responses, blogs and articles, and an interest in/aptitude for communicating with external audiences.
- An ability to link NPC's work and priorities to external events and agendas.
- Experience of/aptitude for networking and developing strong working relationships, especially with the policy community and media.
- Strong analytical skills.
- Entrepreneurial, 'can-do' approach, with an ability to shape opportunities and make things happen.
- A flexible and agile approach, with the ability to respond quickly to events, and multi-task.
- An ability to work independently, and collaboratively with colleagues and partners.

Desirable

- Interested in public policy, politics, Whitehall, Westminster, devolved and local government.
- Experience of raising funding for projects through compelling communication of initiatives and their benefits.
- A passion for working in a not-for-profit environment; for promoting NPC's vision and mission; and an understanding of the UK social sector.