

Job description

Job title:	Head of Policy
Salary:	£46,000-50,000 per year depending on experience
Contract:	Fixed term for 18 months
Hours:	Flexible, 21 to 35 hours per week
Directorate:	Marketing and Communications
Reports to:	Director of Marketing and Communications
Direct/indirect reports:	1 direct

Our mission

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions. Underpinning all of our work is our commitment to becoming a more diverse and inclusive charity, better at listening to and working in partnership with communities.

Purpose of role

The Head of Policy is a new leadership role, responsible for the strategic direction of our policy mapping and influencing both at a national and local level.

You will develop relationships with Government departments and bring together key stakeholders across the sector to share best practice and advocate for our work. You will also contribute to the development of our local Literacy Hubs, a place-based approach which brings communities together to address literacy needs. You will support relationships with local stakeholders in order to align our Hubs to existing local authority corporate plans, services and interventions.

You will work in the marketing and communications department, reporting directly to the Director of Communications and Marketing, and line managing a Policy Manager. You will also have close links to the Director of Operations and Director of School Programmes, who lead our Literacy Hubs and programme development.

Key contacts

Local and national policy makers, local authority senior stakeholders, funders, sector leaders, our senior management team and key internal stakeholders.

Outline of responsibilities

- Lead the development and delivery of our cross-organisational policy strategy with clear outcomes aligned to our Theory of Change
- Develop, drive and manage effective approaches to delivering our strategy through both national and local work
- Develop new and existing relationships with relevant Government departments (DfE, DCMS, MHCS, DoH), devolved authorities and devolved governments and help to oversee all existing relationships, ensuring clear outcomes and links to our strategy
- Map and influence funding decisions to ensure sustainability, increase our reach and expand our evidence base of what works
- Support relationships with local stakeholders in order to align our local Hubs to existing local authority corporate plans, services and interventions
- Lead more broadly across the sector, bringing together key stakeholders from diverse groups with different agendas to share best practice, and advocate at a local and national level for the charity
- Proactively horizon scan developments in place-based approaches and how these should influence our policy, community delivery and campaigns
- Be a compelling and expert advocate for our work and connect with the best and most inspiring people and organisations to deliver our mission
- Help to identify new areas of work to meet the strategic objectives of the National Literacy Trust

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<ul style="list-style-type: none">• Senior leadership experience, galvanising organisational strategy• Experience influencing national and local policy and practice• Working effectively with government departments and large funding partners• Leading teams to deliver successfully against KPIs within tight timescales	<ul style="list-style-type: none">• Understanding of complex programme delivery with multiple partners, in both educational and community settings• Experience within the education sector• Excellent knowledge of safeguarding and volunteer management

- | | |
|---|--|
| <ul style="list-style-type: none"> • Excellent communication skills including public speaking and as an expert voice on policy and place-based working | |
|---|--|

Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require regular national travel to support programme delivery and partnerships. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.