



HEAD OF POLICY, PUBLIC AFFAIRS AND RESEARCH (MATERNITY COVER)

APPLICANT INFORMATION PACK





WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1st April 2018 and 31st March 2019, The Trussell Trust's Foodbank Network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

Emma Revie
Chief Executive



WHAT WE DO

Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It's simply not right that we live in a society where so many people are locked in poverty.

Together, we can end hunger and poverty in the UK.

*14.2 million people in the UK population are in poverty.
The Social Metrics Commission, 2018

OUR VALUES

The Trussell Trust is committed to community built on diversity, tolerance, cooperation, and mutual respect. We want to contribute to society and demonstrate social responsibility.

Our values are important to us, and we practice them in all areas of our work - from the way our food bank centres support people in crisis, to how we interact with our own staff.

We are **passionate** about what we do and the difference it makes. We are **compassionate**, giving selflessly and putting others first. We hold ourselves **accountable**, taking responsibility for our actions and decisions, and their consequences.

We are **innovative**, with the ambition to pursue new, creative ideas. We **empower** and encourage staff, volunteers, and clients to achieve their best in a safe environment.



HOW WE WORK

Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through six directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- People & Culture
- Fundraising

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

OUR BENEFITS

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn't achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include **matched pension contributions** of up to 8%, **group income protection**, **payroll giving**, **flexible working**, **season ticket loans**, and **enhanced contractual leave**.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/about/jobs/employee-benefits.



THE ROLE



Directorate: Policy, External Affairs & Research

Responsible to: Director of Policy, External Affairs & Research

Responsible for: Policy & Public Affairs Manager, Research Manager, Network Intelligence/Research team

Hours: Full-time (37.5 hours per week)

Salary: £44,000 - £46,000 per annum plus benefits

Based: London

ROLE OUTLINE

Through leadership of Policy & Public Affairs and Research teams, the Head of Policy & Research will help lead the Trussell Trust towards its strategic goal of ending the need for food banks in the UK.

RESPONSIBILITIES

- Help lead the 'Changing Policy' strategic strand of the Trussell Trust's five-year strategy
- Direct the Trussell Trust's policy positions on structural issues that lead to poverty and destitution in the UK
- Commission research and integrate findings into policy position
- Oversight and coordination of the Trussell Trust's Policy & Public Affairs and Research functions, and work closely with the Campaigns team to ensure an effective advocacy strategy
- Use professional networks to promote the Trust's position on household food insecurity in the UK and expand its influence on the conversation
- Direct communication of Trussell Trust policy, research and campaigns as a media spokesperson, through blogs and social media
- Develop and maintain relationships with key contacts in government to advance the Trust's agenda
- Provide leadership, direction, support and line management to the Policy & Public Affairs and Research teams. This will include regular 1:1s and annual reviews to ensure objectives and targets are met
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team.
- Promote collaborative working across the team and with other teams across The Trussell Trust
- Any other reasonable duties as specified by your line manager to support the work of the Trust.

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PERSON SPECIFICATION

Requirement	Measures of success
Significant experience as a senior Policy and Research expert	Length of service in similar role Evidence of targets met Demonstrates emotional intelligence required in the role
Strategic thinker	Track record of creation and delivery of advocacy strategies. Understanding of the elements that must come together for such a strategy to achieve its objectives. Understanding of how such work can fit with wider organisational strategy
Management experience	An experienced manager, with a track record of managing communications and/or marketing teams, understanding challenges commonly faced
Policy expertise	Demonstrates an understanding of policies, particularly those that have been shown to affect UK poverty and hunger. Can explain policy motivations of main UK political parties, and advise on how most effectively to influence them
Research expertise	Experience of working with research, both in-house and externally produced. Track record of successfully delivering qualitative and quantitative research
Public affairs expertise	Understands the machinery and structure of government at national, local and devolved national levels. Has track record of directly influencing politicians and key decision-makers to achieve strategic goals
A strong sense of responsibility and meticulous about timely compliance with regulations and requirements	Demonstrates a good understanding of the principles underlying the fundraising code of practice, Charity Commission regulations, GDPR, other applicable legislation and best practice Is able to identify situations where any risk of not complying with/adhering to those may arise
An effective communicator, verbally and in writing. Is diplomatic and has the interpersonal skills needed in the role	Shows good interpersonal skills; communicative and approachable; written communication is succinct and convincing
Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives	Has a clear idea of priorities and manages own and team's time appropriately Delivers key outputs and responds to requests in a timely fashion
Excellent decision-making ability	



PERSON SPECIFICATION - CONTINUED

Requirement	Measures of success
Is able to work through challenges in positive and effective ways	Demonstrates resilience, resourcefulness, flexibility and perseverance
Clear understanding of the need to maintain confidentiality	Demonstrates personal integrity and commitment to the values of the Trust
Passionate about the work of the Trussell Trust and sympathetic to its values and ethos	Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds Able to represent the Trust and its values effectively
Commitment to occasional need to work outside of normal working hours and travel throughout the UK	Is willing to be available for work related travel.



HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to www.trusselltrust.org/jobs and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email people@trusselltrust.org.

www.trusselltrust.org/jobs

