Interim Head of Policy & Research
FTC until June 2024 (internal and external secondments considered)
APPLICANT INFORMATION PACK

www.trusselltrust.org
Welcome from
Emma Revie, Chief Executive

Thank you for your interest in joining the Trussell Trust.

Last year, food banks in our network provided more than 2.1m parcels to people across the UK. This represents an increase of 14% compared to the same period in 2019/20. Over 830,000 of these went to children.

As the cost of living continues to soar, people who can least afford it, are feeling the impact the most. The work of our food bank network is inspiring, but it shouldn’t be needed.

Our vision is for a future without the need for food banks. It’s an ambitious goal, but we believe it’s achievable. To get there, we need to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and that everyone is paid a fair wage. Everyone should be able to thrive, not merely survive, because they don’t have enough income to cover the essentials we all need.

Working for the Trussell Trust means you’ll be making a real difference to the lives of people across the UK. To continue our vital work, and realise our vision, we rely on a team of dedicated people who share our goal. We hope you’ll be part of that team!

Best wishes

Emma Revie
Chief Executive
We support more than 1,300 local food banks across the UK, providing practical, community-led support for people facing hardship.

But emergency food isn’t a long-term solution to hunger. People need food banks when they don’t have enough money for essentials. It’s not right that anyone needs a food bank to get by. That’s why we campaign for change to end the need for food banks in the UK and work with communities across the UK to change the things that push people to need a food bank.

We bring together data and evidence from food banks and the people who need them across the UK, gathering powerful information on our society. Our research projects give the most in-depth picture of who needs a food bank and why, helping us co-create and advocate for solutions that will ensure all of us have enough money to cover our basic needs.

We believe that, in coming together, we will build a future where none of us need a food bank, because none of us will allow it. That’s why we launched our five year strategic plan. We know our goal to end the need for food banks is ambitious, but by working Together for Change, we believe it is achievable.

Our values are the fundamental driving principles that underpin our work. Developed in consultation with food banks, our values encapsulate the spirit of what it means to be part of the Trussell Trust and our network.

Our values are:

**Compassion:** We stand in solidarity with people that need the help of food banks. We put the wellbeing of people served by food banks above everything else. We always uphold and protect their dignity.

**Justice:** We are motivated by a desire to see a more just society. It’s not right that anyone is facing hunger and poverty. Everyone should have enough income to afford the essentials.

**Community:** We believe we share the responsibility to support one another in our communities. To create change, we must work together for a fairer society.

**Dignity:** We recognise the innate value of each individual person and seek to prioritise the other person’s needs and concerns in the spirit of mutuality and friendship. Regardless of background.
How we Work

Our team members are based in all four nations of the UK, supporting both our national work and food banks on a local level.

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

- Corporate Service
- Network Operations
- Network Programmes and Innovation
- Participation
- People and Inclusion
- Policy, Research and Impact
- Public Engagement

Whatever your skills or experience and wherever you are based in the UK, there could be a role for you at the Trussell Trust helping our work towards a future without the need for food banks.

Our Pay & Benefits

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

All of our roles undergo a Job Evaluation and Benchmarking programme which has resulted in the implementation of a robust methodology for evaluating and setting salaries.

As a result we now have established levels and spot rate salaries based upon the market rate for all our roles that are non-negotiable. Our pay principles are important to us, they are grounded in a transparent and competitive approach to pay.

The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions up to 8%, company sick pay package including income protection insurance, enhanced Family leave including maternity and paternity, flexible working, payroll giving, enhanced contractual leave including the option to buy and sell holiday once a year.
Our Approaches

How we do something is as important as what we do. For that reason, we have developed a set of organisational approaches to describe how the Trussell Trust should work.

**Service**

At the Trussell Trust, we seek to serve the work of the food bank network, listening attentively and seeking the good of our common mission rather than our own organisation.

**Expertise**

We will be the best that we can be in the things others rely on us to be expert about, being a powerful, clear voice for change in the policy and public sphere and sharing relevant insights and information with food banks.

**Collaboration**

Wherever possible, we will collaborate with others to achieve our goals. This includes food banks in the network and people with direct experience of poverty, ensuring their effective involvement at every level of our activity.

**Transparency**

We will be clear and open with information and plans, ensuring that our own integrity and authenticity build and maintain confidence among the wider public for the work of food banks.

These approaches should characterise all of our work, both with the food bank network and internally. They’ll inform new ways of working at the organisation, and we’ll make sure that we’re continuously exploring, shaping, and living our values and approaches in our day-to-day work.
The Role

**Directorate:** Policy, Research & Impact  
**Responsible to:** Director of Policy, Research & Impact  
**Hours:** Full Time (37.5 hours per week)  
**Salary:** £73,928.84 per annum  
**Based:** Home based within the UK with some travel around the UK as necessary

**Role outline and purpose**

The Head of Policy and Research is accountable for coordinating policy, public affairs, research, and campaigns functions to maximise impact and to achieve the ambitious policy change that is needed to meet the Trussell Trust’s vision of ending the need for food banks. As well as holding significant individual responsibility for the delivery of the ‘Changing Policy’ aims of the Trussell Trust’s strategic plan, this role works in partnership with key partners both internal and external to ensure the organisation’s impact is maximised with policy makers and across the sector, while also supporting our public engagement goals.

This is an interim position to cover maternity leave.

**Role Responsibilities**

- Lead and oversee integrated policy development, public affairs, research and campaigns strategies, programmes and activity to achieve policy change, including driving collaborative working across directorates and strategic themes
- Lead and develop strategic relationships with key external partners, including other charities, politicians and policy makers, managing high-stakes stakeholder relationships to deliver ambitious joint projects and outcomes
- Coordinate policy, research and campaigns activity across the food bank network – ensuring activity caters to the needs of this group, and that their insight, expertise and data is effectively fed back into the policy-making process
- Working in coordination with relevant teams, lead on the alignment of policy advocacy functions across the UK nations and regions
- Act as a spokesperson and representative of the Trussell Trust in media, in external events and meetings, and in writing
- Continue to embed the practice of participation within delivery of departmental projects.
- Provide leadership, direction, support and line management, including regular 1:1s, tracking objectives, and ensuring development needs are met; ensure due regard is given to equity, diversity, and inclusion within strategy and activities
Person specification

Technical skills and minimum knowledge:

- Expertise in an area of public policy relevant to food bank use and proven success leading policy development in this area
- Track record of managing a programme of activity to successfully influence politicians and/or key decision-makers to achieve policy change related to poverty, social security or a related policy area
- Experience of overseeing policy, research, and other advocacy outputs, including quality assurance, risk management, and evaluation
- Knowledge of quantitative and qualitative social research methods, and experience of delivering research, including design, commissioning, and bid writing
- Experience of running a team of >10 people, including dealing with performance issues and supporting team development
- Experience managing a large budget across multiple projects
- Excellent project management skills, with ability to manage a complex portfolio of projects involving a wide range of teams beyond your own

Behaviours and competencies:

- Ability to work in a fast-paced external and internal environment, combining problem-solving with collaborative interpersonal skills to deliver progress
- Ability to communicate persuasively in person and in writing with senior stakeholders on both technical and strategic points
- Role models inclusive behaviour, values and leadership
- Demonstrates a commitment to the values of the Trussell Trust
- Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds

Key Stakeholders:

- Director of Policy, Research & Impact
- The Trussell Trust’s network leads for Scotland, Wales, and Northern Ireland
- Head of Organising and Local Mobilisation
- Public Engagement department Heads, particularly in the Strategic Communications, Audience Insight and Engagement, and fundraising teams
- UK parliamentarians and officials
- Academics
- Sector partners
- Funders
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 our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

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

www.trusselltrust.org/jobs