



Voluntary Organisations Disability Group

Job Description

Job title	Policy and Public Affairs Manager
Reports to	Director of Policy and Influencing
Location	Remote within the UK, with expectation of travel to London and other major cities within England for meetings and events.
Hours and contract	Permanent, full time (37.5 hours per week)
Salary	£38,000 - £45,000 + benefits (depending on experience)

About VODG

VODG is the leading membership body for voluntary sector disability organisations. Our vision is for an ambitious, trusted and vibrant voluntary, community, faith and social enterprise (VCFSE) sector that works together to enable disabled people to live the lives they choose. In pursuit of this vision, our mission is to support our members to achieve excellence and to influence those who can improve the environment in which they operate.

Introduction to the role

As we enter a new phase in our development and continued growth, a new position has been created for a Policy and Public Affairs Manager. The right person will seize this exciting opportunity to help shape our work with members and a wide range of stakeholders including national and local parliamentarians, think tanks, academics, sector bodies, regulators and the media.

Purpose of role

- To deliver VODG's policy, campaigns and public affairs work and ensure that the activities are integrated into the wider work of VODG.
- To assist the work of VODG in influencing the public policy agenda by keeping up to date on policy developments in social care, health care, welfare reform, SEND, housing and all other arenas affecting the provision of support for disabled people of all ages.

Specific responsibilities and duties

- Executing our policy and public affairs strategy, raising awareness of VODG and our members in policy and public affairs arenas, as a trusted voice to decision makers.
- Supporting the Director of Policy and Influencing to develop and deliver targeted public affairs strategies which enable VODG to identify and influence parliamentarians, civil servants, regulators and other key decision makers relevant to VODG's fields of work.
- Monitoring policy, legislative and parliamentary development and interpreting these for forward action planning, within the context of VODG aims.
- Providing regular updates, briefings and guidance for members on relevant policy areas and sector developments. These include written briefs, verbal updates as part of our events programme and regular bulletins.
- Producing detailed submissions in response to significant policy developments, consultations and new legislation.
- Confidently representing VODG at external meetings and in coalitions, to further VODG's aims and activities.
- Supporting our external events strategy, including the organisation of sessions at party conferences, in-person roundtables and presence at sector events.
- Organising member events and contributing to VODG's annual conference, professional networks and special interest groups.
- Working with colleagues across the organisation, our membership, corporate partners, stakeholders and external networks to deliver member resources.
- Identifying new opportunities for VODG and our members to influence policy developments, research projects, campaigns and other initiatives aligned with our strategy.
- Actively contributing to VODG's internal and external communications, including website and social media activities.
- Carrying out other duties as may be required that are commensurate with the role, including shared tasks with other parts of the organisation.

General

- Support the organisation to achieve its corporate objectives.
- Be a proactive and professional representative of VODG and its values at all times, including in relation to the prioritisation of your own responsibilities and professional development.
- Undertake such duties as may be deemed necessary by the CEO, Director of Policy and Influencing and/or other colleagues that are commensurate with the level of this post.

This job description is not intended to be exhaustive, but rather to provide a framework within which you will work. It will be reviewed in consultation with you as necessary.

Person specification

	Essential	Desirable	Assessment
Education/Qualifications	<ul style="list-style-type: none"> Degree level or equivalent qualification 		Shortlisting
Experience	<ul style="list-style-type: none"> Experience of policy development and processes within Westminster Demonstrable success in delivering public affairs engagement 	<ul style="list-style-type: none"> Experience in campaign development and execution Experience working within the disability, welfare, housing or social care sector and/or a VCFSE organisation. Experience working with a membership body. 	Shortlisting / interview
Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills to different audiences Excellent attention to detail Excellent organisational and planning skills Thorough research and analytical skills (quantitative and qualitative research) Project Management and Administrative Skills, including good knowledge of Microsoft products Proven ability to build effective stakeholder relationships 		Shortlisting / interview
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge and understanding of key issues impacting the VCFSE sector and the provision of support for disabled people of all ages. 		Shortlisting / interview

Attributes

- Excellent interpersonal skills with high levels of tact and diplomacy
- Willingness to be flexible, to shift focus and learn new topics quickly.
- Ability to prioritise conflicting objectives and a varied workload
- Ability to work to and meet firm deadlines
- Ability to work in a team, on own initiative and to work collaboratively across a small organisation
- Commitment to VODG's mission and values.

Interview