



Job Description and Person Specification

Job Title	Policy & Public Affairs Manager
Accountable to	CEO
Location:	London, with occasional travel (England)
Contract:	Permanent, full time
Salary:	£29,000 - £33,000 (plus benefits)

1. Context

VODG is the leading infrastructure body for voluntary sector disability organisations. We have a hard won reputation for championing the issues affecting services that support disabled people. As we enter a new phase in our development and continued growth a new position has been created for a Policy & Public Affairs Manager. The right person will seize this exciting opportunity to help shape the future of VODG and our work to effectively represent our members' interests at the highest level.

2. Purpose

To lead 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 mental health and all other arenas affecting the provision of disability services.

3. Core duties

- Creating and executing a plan for public affairs to deliver direct engagement, raise awareness of VODG in policy and public affairs arenas and to influence policy.
- To work with the CEO to develop and deliver our policy and public affairs strategy, which meets VODG's agreed aims.



- To contribute to VODG’s expert voice by monitoring policy, legislative and parliamentary development and interpreting these for forward action planning, within the context of VODG aims.
- To produce regular internal briefings for members on relevant policy areas and sector developments.
- Produce detailed briefings in response to significant new policy or legislation as required including providing briefings to senior staff or members in advance of specific meetings.
- To identify opportunities for VODG to influence social and public policy developments such as through responding to relevant government consultations.
- To liaise with other organisations/external groups through coalitions and alliances to further VODG’s policy aims.
- To support the CEO to develop and deliver targeted public affairs strategies which enable VODG to identify and influence MPs, civil servants and other key decision makers relevant to VODG’s fields of work.
- To support the CEO to develop and deliver public facing campaigns which help to raise the profile of VODG, and to raise awareness of key issues affecting disabled people.
- To actively contribute to VODG’s internal and external communications, including website and social media activities.
- To represent VODG at external meetings and in coalitions.
- To contribute to VODG’s professional networks and programme of events for members, including close working with the Head of Membership & Engagement.
- To organise internal and external events, including conference sessions.
- Carrying out other duties as may be required that are commensurate with the role.

4. Person specification

Qualifications		
Degree level or equivalent qualification	Essential	Shortlisting
Experience		
Experience in public affairs/lobbying	Essential	Shortlisting, interview
Demonstrable success in delivering public affairs engagement	Essential	Shortlisting, interview
Experience in political campaign development and execution	Desirable	Shortlisting, interview

Skills		
Excellent verbal and written communication skills	Essential	Shortlisting, interview
Excellent attention to detail	Essential	Shortlisting
Excellent organisational and planning skills	Essential	Interview
Thorough research and analytical skills (quantitative and qualitative research)	Essential	Shortlisting, interview
Project management and administrative skills	Essential	Shortlisting
Competent with MS Word, Excel, PowerPoint and Outlook and ability to use online platforms and 'aps' (e.g. mail servers).	Essential	Shortlisting
Proven ability to build effective stakeholder relationships	Essential	Shortlisting, interview
Knowledge and understanding		
Knowledge and understanding of working in the voluntary sector, social care and/or on disability issues.	Desirable	Shortlisting, interview
Understanding of different audiences within campaign targets	Desirable	Interview
Attributes		
Excellent interpersonal skills with high levels of tact and diplomacy	Essential	Interview
Ability to prioritise conflicting objectives	Essential	Interview
Ability to work to and meet firm deadlines	Essential	Interview
Ability to work in a team and on own initiative	Essential	Interview
Able to prioritise a varied workload and to work to deadlines	Essential	Interview
Commitment to VODG's mission and values	Essential	Interview
Motivated, enthusiastic with a flare for first class communications	Essential	Interview

5 January 2018