



Policy and Public Affairs Manager

Reports to Head of Public Affairs and Policy
Contract Permanent
Salary £41,178.52 - £42,784.47 per annum (London Weighting of £3,000, where applicable)
Hours 37.5 hours per week (flexible working considered).
Location London office and/or remote working, with regular meetings in London and occasional travel to other locations around the UK, including our Bristol office

Benefits		
34 days holiday inc public holidays	Flexible working eg compressed hours	Cycle to work scheme
Eye Care Vouchers	Pension scheme with 4% employer contribution	Childcare Vouchers
Employee Assistance Programme	Clinical Supervision	Holiday Purchase Scheme to buy up to an additional 5 days
Enhanced Family leave Policies	Enhanced Sick pay	Professional Development Fund
Individual learning budget	Restorative Practice Training	Time Off In Lieu

Who are we?

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good. We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking ‘why doesn’t he stop?’ rather than ‘why doesn’t she leave?’ This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, more than 11,000 professionals working on the frontline received our training. Over 87,000 adults at risk of serious harm or murder and more than 109,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last seven years, more than 5,000 perpetrators have been challenged and supported to change by interventions we created with partners, making almost 17,000 adult and child victims of their abuse safer.

Together we can end domestic abuse. Forever. For everyone.

Role summary

Purpose of role

Our influencing work is changing the UK conversation about domestic abuse, with both national and locally based elected representatives and the officials and colleagues who work alongside them.

As our Policy and Public Affairs Manager, you’ll lead impactful policy initiatives that align with our mission to end domestic abuse and to ensure support for the whole family, preventing harm, reducing risk and supporting recovery. Working closely with our Head of Public Affairs and Policy, you’ll develop strategies which will amplify our voice and the voice of survivors, and deepen our policy engagement, particularly in relation to multi-agency work, health and family justice.

You will be joining the organisation at a pivotal moment as the new Government makes an explicit commitment to halve VAWG in ten years, including planning a new strategy and a number of new Bills to support this mission. This provides an unmissable policy development and influencing opportunity to ensure that SafeLives’ priorities for improving the response to domestic abuse are taken forward by Government.

This is an ideal role for a dynamic and experienced policy manager with a commitment to social change and the prevention of domestic abuse.

Key duties and responsibilities

Policy development and public affairs strategies

Work with the Head of Public Affairs and Policy to shape, develop and promote our policy positions and create effective public affairs influencing strategies to advance our objectives, particularly in multi-agency working, health policy and family justice spheres

- Identify and act on policy opportunities, as agreed with the Head of Public Affairs and Policy, in line with SafeLives' strategy, securing organisation-wide input and contributing responses to select committee enquiries, consultations, Bills, and media developments
- Develop clear, well researched, high-quality materials for external political and policy audiences and senior internal stakeholders, synthesising our research and practice work to support delivery of influencing priorities. This will include drafting reports, policy briefings and factsheets utilising internal and external datasets, practice case studies, research and evaluation, and drawing on survivor voice

Project management

- Lead key policy programmes, managing project budgets and collaborating across teams and with external partners.

Stakeholder engagement

- Support the Head of Public Affairs and Policy with SafeLives' political stakeholder engagement programme, building relationships with politicians, voluntary sector, civil servants and professional bodies, and representing SafeLives in key external meetings, policy groups and events where required.
- Regularly updating our policy stakeholder, proactively identifying and engaging new stakeholders

Communication and collaboration

- Work closely with the Communications team to develop and draft timely proactive and reactive statements about major Government announcements and other significant policy developments
- Ensure our key messages are communicated effectively, ensuring an inclusive approach in line with our equity, equality, diversity and inclusion goals and collaboratively effectively with our partner organisations.
- Work with the team to conduct parliamentary monitoring and horizon scanning across public policy, best practice and academic research, staying up to date with relevant policy developments, highlighting these to SafeLives' teams and advising the Head of Public Affairs and SLT about political influencing opportunities that arise

Team and organisational management

- Play a role in the development of the team, nurturing and drawing on the talents of others. Though this role has no direct reports, there will be matrix working across the team and wider organisation
- Maintain an accurate and secure audit trail of all relevant communication and ensure that all work is compliant with data protection law
- Undertake any other duties as may reasonably be required, as agreed with the Head of Public Affairs and Policy

- Engage in a constructive and effective way with all survivors of abuse, through calls to the office, Pioneer interaction, colleagues and any other interaction we have in our day-to-day work

Person specification

(E = essential, D = desirable)

Experience

- Excellent experience and understanding of the workings of government, policy making and parliamentary procedure (E)
- At least five years of proven experience of policy development, working closely with internal teams and partners, and producing clear policy positions and influencing plans (E)
- Strong experience of developing and implementing effective public affairs strategies, with a successful record in influencing political stakeholders (E)
- Experience of creating, to tight and shifting deadlines, high-quality written and oral communications including briefings and reports, for internal and external audiences (E)
- Relevant experience of working on political or charitable campaigns and stakeholder collaborations (E)
- Experience of building and maintaining good relationships with a range of internal and external stakeholders including Parliamentarians and officials (E)
- Experience of conducting research projects including design, data collection, data management and write up (D)
- Experience of leading projects and teams (E)
- Experience of managing the running of small-scale events, stakeholder briefings or webinars (D)

Skills

- Strong political understanding and judgement (E)
- An excellent understanding of public policy processes including UK Government, local government, devolved administrations, national agencies and parliamentary procedure (E) and health systems (D)
- Ability to communicate specialist technical knowledge to non-specialist audiences (D)
- Excellent speaking, presentation and influencing skills (E)
- Knowledge and understanding of domestic abuse, and/or associated systems including health, education and the family justice response (E)
- Exceptional policy development and analysis skills (E)
- Exceptional writing skills, both long-form (e.g. briefings, reports) and short-form (e.g. blogs) (E)
- Ability to work at speed, condensing large quantities of information down to compelling, accurate key messages (E)
- Strong organisational skills, with excellent attention to detail (E)
- A personal commitment to SafeLives' values and to equity, equality, diversity and inclusion (E)

Competencies

Leadership

- Ability to act as a champion for SafeLives – demonstrating our values of being human, rigorous and brave.

Communications and relationship management

- Communicates with energy and direction
- Speaks and writes clearly and effectively to both internal and external audiences
- Presents messages effectively and clearly to various audiences
- Ability to build strong and effective relationships with key internal and external stakeholders

Decision-making and professional judgement

- Ability to judge when agreement from senior management is needed before proposing or committing to a course of action with external stakeholders
- Confident in the use of data to make effective recommendations as the basis of professional judgement

Teamwork & collaboration

- Ensures the Public Affairs and Policy team work together effectively, and contributes to influencing meetings and that these opportunities are effectively utilised to best effect, to further enhance SafeLives' profile and reputation
- Supports colleagues in demanding situations, recognises the importance of well-being in self and others, accepts help and support from other team members
- Actively engages the knowledge, ideas and contributions of others and is visible and approachable
- Engages in a constructive and effective way with all survivors of abuse, through calls to the office, Pioneer interaction, colleagues and any other interaction we have in our day-to-day work

Goal orientation

- Supports activities that help SafeLives to achieve its goals or deliver strategic plans
- Pursues tasks/goals with energy, drive and need for completion
- Commitment to SafeLives' mission, values and practical work, including making victims of domestic abuse safer

Delivering quality

- Takes responsibility for own workload,
- Acts on own initiative, seeks feedback from others, evaluates own performance and then acts upon it
- Tries out new ideas and ways of working and identifies and shares learning
- Excellent organisational skills, including the ability to manage projects and meet tight deadlines

Influence

- Inspires trust and confidence
- Uses appropriate techniques to influence others

Self-management

- Adapts quickly to changing needs of colleagues and stakeholders
- Plans and prioritises work effectively
- Is solution rather than problem focussed
- Ability to deliver heavy workload on time with a resilient and flexible approach

Equality and Inclusion

SafeLives is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. We are keen to have staff that appropriately represent all the communities we serve as an organisation.

Lived Experience

We believe there is no 'them and us' in domestic abuse and recognise that applicants may have direct or indirect experience of their own, whether disclosed or not. We are committed to placing lived experience of domestic abuse at the heart of all we do, and colleagues who choose to share their personal expertise can do so openly and with organisational support. If there is any discussion during the course of the recruitment process regarding a candidate's personal experience of domestic abuse, it will be treated confidentially and will not be shared outside of the interview panel/Human Resources.