

### **Job Description – Policy Officer**

The Forces in Mind Trust (FiMT) was established in 2011 with a £35 million endowment from the Big Lottery Fund to spend over a 20-year period on providing UK-wide support and advocacy for ex-Service personnel and their families to make a successful transition back to civilian life. The Trust awards grants and commissions research to generate an evidence base to influence and underpin policy makers and service providers, and to build the capacity of the Armed Forces charities sector.

#### **Job Details**

**Job Title:** Policy Officer (PO)

**Location:** Based in Victoria, London (occasional travel and overnight stays may be necessary to support events around the UK).

**Status:** Full time 37.5 hrs generally Monday - Friday 0900 - 1700

FiMT is currently following Government guidelines regarding working from home. This post is based in our London offices and, once restrictions are eased around 21st June, we expect to follow a blended approach between office and home working. This could require regular attendance at our offices on average three days per week.

**Salary:** £34,211 - £36,079 per annum

**Benefits:** Group pension plan, interest-free season ticket loan, individual training budget, death in service insurance, health screening, access to a cycle-to-work scheme

**Holiday:** 30 working days plus Public/Bank holidays

**Reporting to:** Assistant Head of Policy

#### **Overall Purpose**

The main purpose of the Policy Officer's role is to support the delivery of the objectives of the Policy, Influence and Evaluation (PIE) team relating to stakeholder engagement activity. This is in furtherance of the Trust's overall mission to positively influence policy makers and service providers.

#### **Role overview**

- The role of the Policy Officer is: to help FiMT maintain and build on existing profile and influence to ensure that relationships that enhance the Trust's influence, reputation and profile in Westminster, Cardiff, Edinburgh and Belfast; and the day-to-day preparation, management, and execution of FiMT's engagement with its key stakeholders as part of the Trust's wider influence plan.

- The Policy Officer reports to the Assistant Head of Policy.
- The Policy Officer has no line management responsibilities currently associated with the role, and acts for the Assistant Head of Policy in their absence.

### **Role responsibilities**

Working closely with other members of the staff team, and particularly the Assistant Head of Policy and the Communications Officer, the Policy Officer has responsibility for:

- Organising and coordinating specific aspects of the Trust's stakeholder engagement activity . This includes delivery of report publication and launch events, convening seminars and conferences, and facilitating 1:1 engagement opportunities in order to maximise the impact of FiMT's work as a funder
- Promoting findings and recommendations to leading influencers through letters, briefings and securing meetings.
- Helping build relationships with key decision makers in Government and with parliamentarians in Westminster and the devolved Assemblies.
- Taking a lead on Public Affairs work, in liaison with the Head of Policy and Assistant Head of Policy (EIO)
- Planning, coordinating and delivering FiMT's engagement activity (including budget management) for report launches, seminars, receptions, and other external events
- Explaining FiMT's policy positions to range of audiences by:
  - Providing briefings on a range of policy issues
  - Contributing to position papers and policy submissions
  - Writing speeches/presentations for senior staff
- Developing and maintaining positive relationships with FiMT's stakeholders across the UK, and working with the SMT to build partnerships with external organisations
- Working with the Communications Officer to develop and maintain an engagement and influencing calendar, reflecting project-related outcomes and influence activity
- Contributing to the monitoring and evaluation of FiMT's achievements and overall impact
- Contributing to the development and execution of FiMT's Strategy, Programmes, and any Influence strategy/plans (including press releases) that are produced.
- Representing the Trust externally as required.

Note the Policy Officer has access to guidance and input from FiMT's external public affairs provider and can refer to them for specialist input when required.

### **General responsibilities**

- Provide advice, support and guidance to the Board and Committees.
- Operate within the annual budget according to the financial plan and produce the required reports to inform the management accounts.

- Conduct specific activities outwith the Policy, Influence and Evaluation team area as directed by the Chief Executive.

## **Skills and Knowledge**

[Guidance to applicants: when completing your application, you must demonstrate, fully but concisely, how you meet the criteria listed below:]

### Essential

- Knowledge of how policy and legislation are developed and implemented and how to influence these processes
- Ability to write clearly and concisely about complex issues
- Ability to communicate clearly, sensitively and persuasively
- Ability to work on own initiative without supervision, and to work under pressure to meet tight deadlines
- Strong project management skills, and an organized approach to work, with a high level of accuracy and attention to detail.
- Ability to manage a diverse workload, prioritise tasks, and deliver work to agreed deadlines
- Ability to take the initiative, be creative, and to come up with original ideas
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook, and PowerPoint), social media and associated monitoring tools, and a website publishing programme (eg WordPress)
- Excellent inter-personal skills
- Act as a good team member, able to work for more than one member of the Executive Team when required
- A respect for the UK Armed Forces and an appreciation of their particular characteristics
- Educated to at least undergraduate degree level

### Desirable

- Experience of running events
- Experience of working with the devolved nations of Scotland, Wales, and Northern Ireland
- Good understanding of the issues affecting the ex-Forces community
- Knowledge of charitable trusts and the role of funders
- Knowledge of research methods and commissioning processes

## **Personal Attributes**

- Integrity
- Intellect

- Sound work ethic
- Determination
- Flexibility
- Cultural and inter-personal awareness and sensitivity
- Initiative, subtlety, and the ability to work collaboratively

To apply, please email a CV (no more than 2 sides of A4) and a Supporting Statement explaining how your skills and experience fit the role [enquiries@fim-trust.org](mailto:enquiries@fim-trust.org)

Candidates will be expected to attend a face-to-face interview in London where the job is based unless they have a particular reason which we are happy to consider. The deadline for applications is **30 June 2021**