



EQUAL HEAD OF POLICY JOB DESCRIPTION

JOB TITLE:	EQUAL Head of Policy
SALARY:	£38,250 per annum
LOCATION:	London
TYPE OF POST:	Full-time (35 Hours per week)
CONTRACT:	Initially 18 months (fixed term with possible extension if additional funding becomes available)
ACCOUNTABLE TO:	Chief Executive
LINE MANAGEMENT:	Communications and Engagement Officer (part time two days a week)
BENEFITS:	Pension (8% employer contribution)
SECONDMENTS:	Will be considered.

OVERALL PURPOSE OF THE JOB

The post holder will work closely with the Chief Executive, EQUAL Chair, EQUAL Independent Advisory Group (IAG) and civil servants to develop and implement policy positions and campaign priorities. Use research to influence government policies at all levels and identify programmes to improve outcomes for black, Asian minority ethnic (BAME) and Muslim offenders in the criminal justice system (CJS).

You will be required to produce policy papers, briefings, reports and news updates. Liaise with the media and ensure information is disseminated to our stakeholders in collaboration with the EQUAL team. For more information visit [EQUAL website](#)

TASKS

- To influence policy and practice in the criminal justice system by formulating robust and evidence based policy content and drive change through informing EQUAL's campaign priorities.

- To build good relationships with the IAG members and wider stakeholders. Provide effective secretariat support to ensure the IAG membership and structure supports EQUAL to achieve its aims.
- Prepare policy documents that draw on relevant evidence and good practice from the voluntary, public and private sectors.
- Work closely with the Secretariat, IAG and Clinks (the national infrastructure organisation that supports, promotes and represents the civil society sector in the CJS) to develop an annual work plan.
- Represent EQUAL on appropriate advisory groups and consultations.
- Manage and support the EQUAL Communications and Engagement Officer to ensure EQUAL stakeholders are updated on a regular basis on the Secretariat and IAG activities.
- Develop positive relationships with key stakeholders to ensure their input into EQUAL's strategic direction and development.
- Foster positive relationships with key policy makers as a means of ensuring that EQUAL has an appropriate level of influence on policy.
- Contribute to the development policy and research proposals submitted by EQUAL.
- Work closely with other BTEG projects to ensure views and evidence is gathered from relevant BAME service providers.
- Help to identify and support your own continual professional development and cooperate with performance appraisals.
- Contribute to the success of EQUAL by participating in performance management arrangements, fundraising and research proposals and by applying the principles and practices associated with equality in employment, equality in service delivery and health & safety in the workplace.
- Undertake any roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of BTEG are delivered in a timely and effective manner.

The successful candidate

The successful candidate will have experience of policy development and mobilising support for equality causes. They should be comfortable communicating to general and specific audiences and have excellent writing and presentation skills. The post holder will be actively interested in what is happening in government, the wider criminal justice system and be alert to opportunities to work collaboratively with colleagues to advance EQUAL's mission.

Person Specification

Essential requirements

1. Experience

- Experience of policy development and/or policy campaigns

2. Qualifications

- Degree level qualification
- Evidence of continuous professional development and/or study

3. Skills

- Highly developed written and oral communication skills
- Experience of policy analysis, review and evaluation
- Good project management
- Ability to understand and analyse written and numerical data

4. Knowledge

- Knowledge of the issues affecting BAME and Muslim offenders in the criminal justice system
- Awareness of how to formulate and implement policy campaigns - using media stories, parliamentary briefings, posters, online petitions, infographics, social media posts
- Awareness of the role of government and various government agencies in shaping policies and programmes affecting the CJS.
- Awareness of the diverse role BAME voluntary organisations and mainstream providers can play in improving outcomes of BAME communities

5. Personal qualities

- Ability to work as part of a team
- Highly motivated with the ability to motivate others
- Able to meet demanding expectations and time-scales
- Able to work on own initiative and prioritise workloads
- Pro-active approach and skill in creative problem solving
- Proven IT skills including word processing and Microsoft Outlook

Supported by:

