

**Role Description**

**Our vision:**

*A society in which we can thrive as we age*

**Our mission:**

*To help people to enjoy*

*later life*

**Job Title:**

*Head of Policy & Engagement*

**Our values:**

*You Matter*

*Together we make a difference*

*We Care*

**Role Description**

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| Job Title: | Head of Policy and Engagement |
| Current Division Name: | Charity Directorate |
| Location: | Belfast |
| Type of role: | People Manager |
| Contractual Status of Role: | Permanent |
| Hours: | 35 hours  |
| Job Title of Line Manager: | Charity Director |
| Job titles and number of any direct reports: | Age Sector Engagement ManagerEngagement Manager  |
| Job Purpose: | To lead Age NI’s policy and engagement team in developing strategies, plans and activities which support the organisation in achieving its vision, mission and strategy, working in an integrated approach with colleagues from across the organisation. |
| Main Responsibilities: | * Develop, plan and implement strategic, political, legislative and policy frameworks which are seen to influence publicly and politically, both in own area of expertise and across the team
* Ensure the development and maintenance of a strong, well connected age sector infrastructure, underpinned by community development principles
* Ensure the voice of older people meaningfully underpins the work of policy and engagement team and the wider organisation,
* To build upon Age NI’s existing policy development processes and establish an annual programme of policy development and influencing activity, linked to the organisation’s strategy
* To develop policy analysis and associated materials in line with policy area of expertise
* To build relationships and influence the priorities of a range of stakeholders including Politicians; Government Departments; Non Departmental Public Bodies
* To represent Age NI appropriately across key stakeholders and audiences
* Influence with departments and colleagues in Age NI and colleagues in Age UK to maximise evidence and capacity for activity on Age NI’s policy agenda including developing a robust social policy framework for colleagues in services
* Identify opportunities to increase the resource available for Age NI’s policy and engagement work.
* Support the Chair/CE and Director team to act as key spokespeople on policy and influencing matters
* To provide leadership, support and management to the Age NI policy and engagement team and wider Charity Directorate as appropriate.
* Take appropriate opportunities to respond to the external political and policy environment to build support for Age NI policies
* Develop and manage projects as required
* Ensure that team reporting requirements are met in a timely manner
* Implement evaluation mechanisms as required
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| Experience: | * Demonstrable experience of developing policy and influencing outcomes in either
	+ Equality and Human Rights

Or* Health and Social Care
* Proven track record in measurably influencing social change through policy development
* Experience in producing high level policy analysis and monitoring data
* Direct experience and proven competency in business planning, measuring impact and achieving results
* Demonstrable experience of utilising community development, equality and human rights frameworks to effect change
* Experience of planning and managing a diverse work portfolio
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| Knowledge: | * An understanding of the impact of inequality and poverty on the wellbeing of vulnerable adults
* An understanding of community development principles and approaches
* Detailed knowledge and expertise in planning and policy development in either:
	+ Health and Social care; or
	+ Equality & Human Rights
* A Sound knowledge of the importance of research to support policy development
* Demonstrable knowledge of effective mechanisms to engage and listen to the voice of individuals, networks or groups
* Detailed knowledge base of human rights and equality frameworks.
* Excellent knowledge of political and policy environment in Northern Ireland
* A clear understanding of government policy as it currently impacts on older people
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| Skills: | * Proven Project Management/ Change Management skills
* A proven and competent ability to inform, influence and compel and convince at the highest level
* Excellent communication skills which have resulted in influencing decisions at a corporate and budget planning level
* Commitment to collaborative and team working and a commitment to respect and support corporate decision making
* Demonstrable experience of people management, including building and leading teams.
* Excellent organisational skills, with a proven ability to innovate and manage multiple pieces of work in a fast paced environment
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| Additional Circumstances: | * Full current driving licence and access to a car for business purposes or access to a form of transport to meet the travel requirements of the post
* Flexible approach, as weekend and evening work may be required
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| **Notes:** * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder***
* ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.***
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