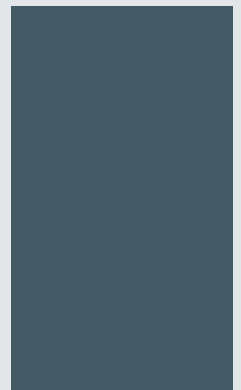
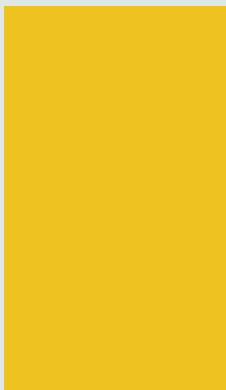




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# Director of Policy and Insight Recruitment Pack

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# Welcome

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I want to extend a warm welcome to you as you consider the opportunity to become a pivotal part of NICVA. I am privileged to serve as the Chief Executive of NICVA, the leading advocate for the voluntary and community sector in Northern Ireland. With over 1,400 dedicated members, NICVA stands as a steadfast champion of our sector's needs. Every day, I am inspired by the challenges and opportunities that come our way. Now, I invite you to take your first step towards becoming a senior leader in our organisation.

At this moment, we find ourselves at a critical juncture. We are more than midway through our current strategic plan, and it is the perfect time to recalibrate our approach as we look to develop ambitious goals for the coming years. This is a time of transformation for NICVA, as we strengthen our role in policy development, research, workforce development, collaboration and the representation of our members' interests. In this evolving landscape, the role of Director of Policy & Insight will be central to our success.

As **Director of Policy & Insight**, you will play a critical role in shaping public policy and decision making using evidence gleaned from our sector and our member's expertise. You will work closely with the sector, championing our role in delivering societal change and ensuring that our policy messages are communicated effectively to government bodies, the media, and our members. Through your leadership, NICVA's communications strategy will amplify the sector's impact, helping to influence decision-making at the highest levels and ensuring that the contributions of our members are recognised and valued. You will lead our research work, building even stronger connections with academia and the research ecosystem, developing an evidence and data hub for the sector.

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We are guided by our core values of **Courage, Collaboration, Caring, and Commitment to Excellence**, and as Director of Policy & Insight, you will embody these values. Your role will involve working with a diverse range of stakeholders, both internally and externally, ensuring NICVA's policy work is communicated in a way that resonates, engages, and drives positive change.

Working closely with me and our senior team, you will be instrumental in amplifying the sector's voice and ensuring NICVA's influence continues to grow. You will build strong relationships with government bodies, the media, and our members, championing collaboration to shape policies that strengthen the sector. Together, we will strive for the highest standards, using data and feedback to continuously improve and innovate in service of our mission.

Here at NICVA, our dedicated team has a wealth of experience and a passion for the impact they create. If you are driven by a deep ambition for our sector, and relish the prospect of leading a committed team, then this role was tailor-made for you.

Thank you for considering the possibility of joining the NICVA team. I look forward to connecting with you soon.

Best regards,

**Celine McStravick**  
**Chief Executive, NICVA**



# About NICVA

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NICVA is the umbrella representative organisation for the voluntary and community sector in Northern Ireland with a membership of over 1,400 organisations. We represent our sector to government, other sectors and a range of strategic stakeholders.

We give our sector wide-ranging practical advice, support and leadership and management training in everything from HR, finance and fundraising to governance and risk.

Simply put, as well as being the voice of the sector and its most passionate advocate, we're also the one-stop-shop for everything the voluntary and community sector in Northern Ireland needs to operate, develop and grow.

*NICVA members:*



# Vision

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Our Vision is of a fair and equal society.

# Mission

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Our Mission is to provide support and leadership to create an effective vibrant voluntary and community sector.

# Values

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## Courage

We take action in the face of challenges, speak up for our sector and communities, and push the boundaries to find innovative solutions for positive change.

## Collaboration

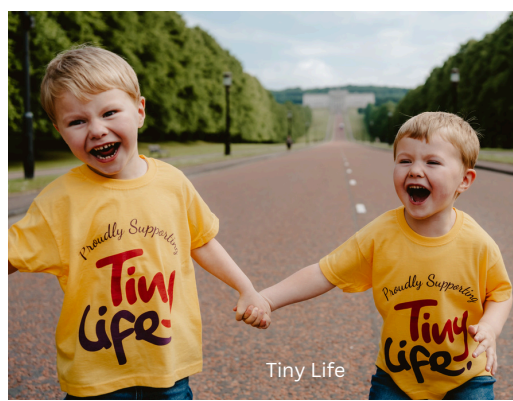
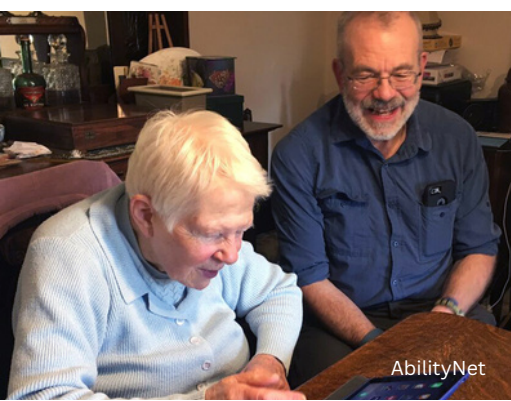
We work with others across and beyond the sector, sharing expertise and embracing new ideas to help shape our work and increase our impact.

## Caring

We act with empathy and kindness, treat everyone fairly, respect the insight and diversity of others and support each other to succeed.

## Committed to excellence

We strive for the highest standards, using data and sector feedback to continually improve and innovate.



# Role Overview and Benefits

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<b>Job title:</b>	<b>Director of Policy &amp; Insight</b>
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Policy & Public Affairs Manager, Communications Manager, Engagement & Impact Manager, Project Coordinator (Faith)
<b>Status of post:</b>	Full-time (35 hours per week).
<b>Salary band:</b>	£52,572 - £54,705
<b>Location:</b>	NICVA offices, 61 Duncairn Gardens, Belfast, BT15 2GB, with working from home options.

## Role Description:

Reporting to the CEO, the Director of Policy & Insight is a key member of NICVA's Senior Management Team (SMT), working alongside the Director of Corporate Services and the Director of Sector Support. They lead the Policy & Insight team, driving research, convening members to amplify sector voice and informing policy to strengthen the voluntary and community sector in Northern Ireland.

The role will support and represent the voluntary and community sector in Northern Ireland and plays a crucial role in shaping our strategic objectives. The role will ensure the delivery of high-quality policy analysis, the execution of effective communication strategies, the implementation of robust research initiatives, the development of impactful measurement frameworks, and the provision of outstanding membership services.

## Key Staff Benefits:

- Blended Working (Work from Home and Office)
- Annual Leave - 25 days, plus 11 Bank / Public holidays days (rising to 30 days plus 11) Annual Leave Purchase Scheme (ability to purchase up to 5 additional leave days)
- Employee Supported Pension (Legal and General)
- Death in Service Benefit (3 x salary paid to beneficiary)
- Learning and Development Opportunities
- Childcare Vouchers
- Health Cash Plan (BHSF)
- Annual Health Checks (Chest Heart and Stroke)
- Occupational Maternity and Paternity Pay
- Occupational Sick Pay
- Employee Assistance Plan (EAP)
- Eye Care Scheme
- Cycle to Work Scheme

## Job Description

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<b>Job title:</b>	<b>Director of Policy &amp; Insight</b>
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Policy & Public Affairs Manager, Communications Manager, Engagement & Impact Manager, Project Coordinator (Faith)
<b>Status of post:</b>	Full-time (35 hours per week)
<b>Salary band:</b>	NICVA Grade N, points 44-46. Candidates will normally be appointed at the start of the scale.
<b>Location:</b>	NICVA offices, 61 Duncairn Gardens, Belfast, BT15 2GB, with working from home options
<b>Review date:</b>	July 2024

### About NICVA:

NICVA, the Northern Ireland Council for Voluntary Action, is a membership and representative umbrella body for the voluntary and community sector (VCS) in Northern Ireland. With over 1,400 members - ranging from household name charities to grass roots community groups - we lobby and campaign to advance the interests of the people and communities that our members support. We offer a wide range of practical services, products and support to our members to help them do what they do best - find innovative solutions for social challenges.

## Role Description:

Reporting to the CEO, the Director of Policy & Insight is a key member of NICVA's Senior Management Team (SMT), working alongside the Director of Corporate Services and the Director of Sector Support. They lead the Policy & Insight team, driving research, convening members to amplify sector voice and informing policy to strengthen the voluntary and community sector in Northern Ireland.

The role will support and represent the voluntary and community sector in Northern Ireland and plays a crucial role in shaping our strategic objectives. The role will ensure the delivery of high-quality policy analysis, the execution of effective communication strategies, the implementation of robust research initiatives, the development of impactful measurement frameworks, and the provision of outstanding membership services.

## Key working relationships:

- Executive Committee, SMT, external stakeholders such as representatives from VCSE organisations, local council, local government, media organisations, politicians and special advisers.

## CORE RESPONSIBILITIES:

**Leadership and Strategic Management:** Lead and inspire the Policy & Insight team to achieve excellence. Collaborate with the Senior Management Team (SMT) to shape and implement NICVA's strategic vision. Leading a multi-faceted team of policy, communications, research and impact measurement staff, the postholder will work across all NICVA teams and with strategic external partners to develop ambitious policy, public affairs and communication plans that highlight the state of the voluntary and community sector and create a powerful narrative for change.

**Policy Development and Research:** Oversee the development of policy positions and research initiatives. Provide strategic analysis and insights to inform policy and support the sector.

**Evidence Base Creation:** Develop and maintain a comprehensive evidence base for the voluntary and community sector. Establish NICVA as a central hub for sector knowledge by building connections with academia and other stakeholders.

**Member Engagement:** Enhance member engagement through strategic initiatives and effective communication. Develop strategies to increase member participation and satisfaction.

**Impact Demonstration:** Showcase the impact and value of the sector using data and evidence. Communicate the sector's contributions to society strategically.

**Communication and Public Affairs:** Lead the communications function to ensure clear and impactful messaging. Oversee public affairs and press relations to raise NICVA's and its members' profile. Build and maintain relationships with key stakeholders, including government bodies and media.

**Innovation and Improvement:** Foster a culture of continuous improvement and innovation within the Policy & Insight team, implementing best practices. Encourage the adoption of new methods and practices that increase the efficiency and effectiveness of NICVA's Policy & Insight function. Actively contribute to the development and delivery of NICVA's income-generation strategy, with a focus on maximising and diversifying revenue streams.

**Representation:** Represent NICVA at a senior level in cross-service initiatives, projects and committees. Serve as an ambassador for NICVA at external conferences, networking events, building relationships with key stakeholders to enhance NICVA's influence and visibility.

## **SPECIFIC DUTIES:**

### **Policy and Research Development**

- Establish member policy forums and enable member voice to inform policy development supporting VCSE organisations to generate solutions to social, economic and environmental problems.
- Lead, manage and develop the NICVA research strategy including producing State of the Sector reports to provide evidence for policy analysis.

- Write and lead the development of high-quality briefings, consultation responses, reports and other policy outputs as required.
- Build effective relationships with government officials, politicians, other voluntary organisations, academics and others in the social policy field to further NICVA's effectiveness in delivering policy outcomes.
- Establish NICVA as a central hub for sector knowledge by developing our own research agenda and building connections with academia and other stakeholders. Monitor social policy trends within Northern Ireland, nationally and internationally and advise NICVA of implications.
- Provide advice and information on UK/NI/RoI institutions, policies, legislation and programmes to voluntary and community sector organisations and to build the capacity of organisations to influence the same.
- Identify opportunities for debate and contribute to issues of relevance to the sector through ad hoc discussions, seminars, conferences, networks, advisory groups and steering committees as appropriate.
- Contribute to regular information updates, fact sheets, guides, manuals and briefings for all NICVA communication channels.
- Identify opportunities for the development of the Policy and Insight agenda to include identifying opportunities for funding specific projects and contributing to the writing of funding applications alongside the Fundraising & Operational Development Manager.

### **Communication and media**

- Develop and lead NICVA's ambitious media and communication strategy (including press, social media and web presence) ensuring a good public media profile for the voluntary and community sector and NICVA's work.
- Develop media opportunities for NICVA, preparing statements and comments as required and to act as the media spokesperson in the CEO's absence, articulating NICVA's policy positions on all aspects of public affairs.
- Be the lead contact person in NICVA for external media contact.
- Lead NICVA communications with the media using press releases, briefings, social media and other communication channels as appropriate and oversee public relations.
- Manage, support and develop the Communications Manager to ensure regular and emerging communications to Members and the wider sector through multiple channels, including website, newsletters/bulletins, social media and printed publications.
- Lead NICVA branding and ensure brand standards are applied across the organisation.
- Liaise with other SMT members to provide effective communications related to other NICVA activities.

### **Developing the organisation**

- Actively contribute to the leadership, development and decision-making of NICVA as a member of SMT.
- Contribute to the achievement of NICVA strategic goals, the development, implementation and review of the Policy & Insight operational plan.
- Contribute to the development of the income generation strategy to support the growth of NICVA through initiatives relating to Policy & Insight.
- Contribute to the monitoring and review of budget and project expenditure with the Policy & Insight team.
- Provide leadership and direction to the Policy & Insight team, including recruitment, induction, training and development and performance management in line with NICVA policies and procedures.
- Work collaboratively across the wider NICVA team to generate and implement creative and innovative approaches to influence others as appropriate.

### **Developing Members' Support**

- Oversee the development and implementation of the NICVA membership growth, support and participation strategy
- Work with the SMT and Engagement & Impact Manager to regularly review membership packages and develop initiatives which add value to the Membership offer, to retain and grow membership.

### **General Line Management Duties**

- Provide guidance and support to team members, addressing any issues or concerns promptly and effectively, fostering a positive and inclusive work environment and promote open communication and teamwork.
- Act as a mentor for team members, helping them to set clear performance goals and objectives, aligned with NICVA's organisational strategy and identify their training needs and opportunities.
- Conduct regular 121 meetings with team members to ensure effective communication and an opportunity for staff to provide input and feedback, within a continuous improvement environment.
- Conduct performance reviews, providing constructive feedback and recognising achievements. Implement performance improvement plans when necessary, ensuring best practice approach.

- Work collaboratively with the HR Manager to resolve any employee relations issues or concerns, to ensure best practice in line with NICVA policies and procedures.

### **Other Duties**

- Participate and actively contribute to all meetings, including senior management team, executive committee and external meetings representing NICVA.
- Liaise with legal advisors as required.
- Comply with all NICVA staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- Complete all mandatory training and adhere to Health & Safety at Work practices and Fire Safety guidelines.
- Contribute to the promotion of NICVA; engaging in NICVA's mission, role modelling NICVA values and striving to achieve NICVA goals.
- Contribute to the evaluation, planning and organisation of major events in conjunction with other NICVA Staff.
- Undertake such other duties as NICVA may from time to time reasonably require of you.

# Person Specification

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## Essential Criteria:

Applicants must, by the closing date of applications, have:

1. A degree (or equivalent) level qualification in a relevant discipline with a strong element of Policy, Public Relations, Research; and a minimum of three years' relevant work experience in each of the following areas:
  - a. Working in a policy development role to include leading on consultations on social and economic policy issues.
  - b. Leading, developing and managing a high performing team to deliver quality work to tight deadlines.
  - c. Collaborating with a wide range of key stakeholders that may include government departments, political representatives and appropriate representatives from the sector.

OR

- A minimum of 5 years' experience in each of a) – c) above.
2. Experience of engaging with media directly and with using websites, social media, regional and local press and other tools to encourage debate and communicate policy messages.
  3. Experience of devising work plans and coordinating campaigns and reporting on outcomes.

## Desirable Criteria:

1. A knowledge of current policy issues facing the VCS and the influence they have on the sector.
2. Experience of leading or working within a team of policy advisors and researchers.

# How to apply

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**Closing Date for Receipt of Applications: Midnight on Sunday 27th October 2024.**

To apply, please complete all sections of the attached application form and return to NICVA by either:

**Email:** [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org)

**Post:** The Monitoring Officer NICVA 61, Duncairn Gardens Belfast, BT15 2GB

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

NICVA is a member of Employers for Disability NI and for our recruitment, we have committed to: ensuring our recruitment process is inclusive and accessible; communicating and promoting vacancies; offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and anticipating and providing reasonable adjustments as required.

We support applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months. If you have a disability and / or require a reasonable adjustment to assist you to participate in the recruitment process it is therefore important that you include all relevant information in your application form.

If you require more information on the recruitment process, or you require information in an alternative format, please contact the Monitoring Officer at [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org)

## Further Information

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Interviews will be held **week commencing 11 November 2024.**

To find out more about working at NICVA, go to [www.nicva.org/jobs](http://www.nicva.org/jobs).

# New to the Voluntary and Community Sector?

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## **Don't let that put you off from applying!**

We have a diverse team at NICVA with a wealth of experience from across the voluntary and community sector, public sector, private sector, commercial sector and academia. They each contribute to the success of NICVA and our Members by calling on their knowledge and skills from their previous roles.

We understand that moving to a new role can be daunting, and even more so when you're entering a new sector, but our team will be there to help you gain an understanding of how NICVA and the voluntary and community sector 'works' and we'll make sure you have all the support you need to grow and develop in your role.

If you can bring your policy and communications expertise and your passion, and share in our values, then we can teach you the rest!



NICVA is the Northern Ireland Council for Voluntary Action, registered as a company limited by guarantee in Northern Ireland No. NI001792 and a registered charity NIC100012

Registered office: 61 Duncairn Gardens, Belfast BT15 2GB | T: 028 9087 7777



[www.nicva.org](http://www.nicva.org)



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NICVA (Northern Ireland Council for Voluntary Action)



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