



## Public Affairs Manager (12M FTC)

APPLICANT INFORMATION PACK



[www.trussell.org.uk](http://www.trussell.org.uk)



## Welcome from Emma Revie, Chief Executive

Thank you for your interest in joining Trussell.

Last year, food banks in our network provided more than 2.1m parcels to people across the UK. This represents an increase of 14% compared to the same period in 2019/20. Over 830,000 of these went to children.

As the cost of living continues to soar, people who can least afford it, are feeling the impact the most. The work of our food bank network is inspiring, but it shouldn't be needed.

Our vision is for a future without the need for food banks. It's an ambitious goal, but we believe it's achievable. To get there, we need to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and that everyone is paid a fair wage. Everyone should be able to thrive, not merely survive, because they don't have enough income to cover the essentials we all need.

Working for Trussell means you'll be making a real difference to the lives of people across the UK. To continue our vital work, and realise our vision, we rely on a team of dedicated people who share our goal. We hope you'll be part of that team!

Best wishes

A handwritten signature in black ink, appearing to read 'Emma Revie'.

**Emma Revie**  
Chief Executive





## What we Do

We support more than 1,300 local food banks across the UK, providing practical, community-led support for people facing hardship.

But emergency food isn't a long-term solution to hunger. People need food banks when they don't have enough money for essentials. It's not right that anyone needs a food bank to get by. That's why we campaign for change to end the need for food banks in the UK and work with communities across the UK to change the things that push people to need a food bank.

We bring together data and evidence from food banks and the people who need them across the UK, gathering powerful information on our society. Our research projects give the most in-depth picture of who needs a food bank and why, helping us co-create and advocate for solutions that will ensure all of us have enough money to cover our basic needs.

We believe that, in coming together, we will build a future where none of us need a food bank, because none of us will allow it. That's why we launched our five year [strategic plan](#). We know our goal to end the need for food banks is ambitious, but by working Together for Change, we believe it is achievable.

## Our values

Our values are the fundamental driving principles that underpin our work. Developed in consultation with food banks, our values encapsulate the spirit of what it means to be part of Trussell and our network.

Our values are:

**Compassion:** We stand in solidarity with people that need the help of food banks. We put the wellbeing of people served by food banks above everything else. We always uphold and protect their dignity.

**Justice:** We are motivated by a desire to see a more just society. It's not right that anyone is facing hunger and poverty. Everyone should have enough income to afford the essentials.

**Community:** We believe we share the responsibility to support one another in our communities. To create change, we must work together for a fairer society.

**Dignity:** We recognise the innate value of each individual person and seek to prioritise the other person's needs and concerns in the spirit of mutuality and friendship. Regardless of background.



## How we Work

Our team members are based in all four nations of the UK, supporting both our national work and food banks on a local level.

Our support for the food banks in our network, as well as our campaigning work is delivered through seven directorates, all of which report into our Chief Executive. These are:

- Corporate Service
- Network Operations
- Network Programmes and Innovation
- Participation
- People and Inclusion
- Policy, Research and Impact
- Public Engagement
- Strategic Communications

Whatever your skills or experience and wherever you are based in the UK, there could be a role for you at Trussell helping our work towards a future without the need for food banks.

## Our Pay & Benefits

Our people are the most important thing Trussell has. Without our staff, we couldn't achieve our goals and create change.

All of our roles undergo a Job Evaluation and Benchmarking programme which has resulted in the implementation of a robust methodology for evaluating and setting salaries.

As a result we now have established levels and spot rate salaries based upon the market rate for all our roles that are non-negotiable. Our pay principles are important to us, they are grounded in a transparent and competitive approach to pay.

The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions up to 8%, company sick pay package including income protection insurance, enhanced Family leave including maternity and paternity, flexible working, payroll giving, enhanced contractual leave including the option to buy and sell holiday once a year.





## Our Approaches

How we do something is as important as what we do. For that reason, we have developed a set of organisational approaches to describe how Trussell should work.

### Service

At Trussell, we seek to serve the work of the food bank network, listening attentively and seeking the good of our common mission rather than our own organisation.

### Collaboration

Wherever possible, we will collaborate with others to achieve our goals. This includes food banks in the network and people with direct experience of poverty, ensuring their effective involvement at every level of our activity.

These approaches should characterise all of our work, both with the food bank network and internally. They'll inform new ways of working at the organisation, and we'll make sure that we're continuously exploring, shaping, and living our values and approaches in our day-to-day work.

### Expertise

We will be the best that we can be in the things others rely on us to be expert about, being a powerful, clear voice for change in the policy and public sphere and sharing relevant insights and information with food banks.

### Transparency

We will be clear and open with information and plans, ensuring that our own integrity and authenticity build and maintain confidence among the wider public for the work of food banks.

# The Role



**Directorate:** Policy, Research and Impact

**Responsible to:** Senior Policy and Public Affairs Manager

**Hours:** Full Time (35 hours per week)

**Salary:** £52,073.34 per annum plus benefits

**Based:** Home based within the UK, with travel around the UK as necessary

## Role outline and purpose

This role will play a leadership role in delivering our ambitious policy influencing programme, helping to shape and implement influencing plans to bring about the changes needed to reduce, prevent and eventually end the need for food banks in the UK. It will provide management and oversight to some of our strategic projects.

## Responsibilities

- **Developing and implementing Trussell's influencing strategy**  
Working with teams across the organisation to ensure key groups, including our community of food banks, corporate partners, churches and church-related organisations have a clear role in our policy influencing approach.
- **Planning and delivering impactful public affairs activity**  
Ensuring systems are in place to help plan, monitor and evaluate public affairs activity and maximise opportunities to engage with key audiences, including Parliamentarians, advisers, and UK Government Ministers; and support close working with colleagues in all UK nations and regions. Managing the development and delivery of public affairs activity to support high profile influencing campaigns.
- **Building and managing strong relationships with key external stakeholders**  
Developing relationships, partnerships and networks to help raise the profile, credibility and influence of Trussell and our policy positions, particularly in the UK Parliament. Representing Trussell and promoting the organisation's policy position to key audiences, including in meetings and events with Parliamentarians.
- **Developing public affairs support to the food bank community**  
Working closely with a small team of Network Policy and Research Officers and the Organising and Local Mobilisation team to support our community of food banks to build and maintain strong relationships with their local MPs. Ensuring public affairs activity is well aligned to campaign strategies involving the food bank network.
- **Embedding participatory approaches across our public affairs and wider influencing activity**  
Supporting further development of a participatory approach to policy influencing to ensure it is rooted in the lived experience of individuals affected by poverty. This includes ensuring an ethical approach in line with our values.
- **Providing advice and line management**  
Have line management responsibility for individuals within the team, providing pastoral and development guidance along with task management on key projects. This includes regular 1:1s, objective setting and collaborative monitoring, and support with development needs.

# Person specification

## Technical skills and minimum knowledge:

- Track record of successfully influencing politicians and key decision-makers to achieve strategic goals at different levels of government.
- Track record of delivering strategic public affairs activity based on robust evidence, from development to evaluation.
- Can explain components of effective policy influencing, including knowledge of the machinery and structure of government (UK, devolved, local) and experience of informing campaigns activity to mobilise support for policy change.
- Demonstrates a good understanding of policies that affect UK poverty and hunger. Can explain policy motivations of main political parties and can advise on how to influence them most effectively.
- Excellent written and oral communication skills, particularly in demonstrating enthusiasm and experience when communicating complex topics to non-specialist audiences.
- Experience of line managing, including dealing with performance issues and supporting team development.

## *Behaviours and competencies:*

- Works collaboratively, managing challenges in a constructive manner
- Balances competing priorities and work to tight deadlines
- Demonstrates a dedication to the values of Trussell
- Demonstrates empathy for people from disadvantages, marginalised or socially excluded backgrounds
- Role models inclusive behaviour, values and leadership

## Key Stakeholders

- Wider Policy, Research and Impact Directorate, including Senior Research Manager and Senior Policy Partnerships and Campaign Manager
- Policy and Public Affairs leads in Northern Ireland, Scotland and Wales
- Participation and Organising and Local Mobilisation teams
- Public Engagement and Strategic Communications directorate
- UK Parliamentarians
- Anti-poverty sector partners
- Food banks in the Trussell community





Trussell is a charity that works to end the need for food banks. It is founded on and shaped by Christian principles.

Our values of dignity, justice, compassion and community, are central to all that we do and therefore supports our aim to be an organisation where the diversity of all employees is valued. We welcome people of all faiths and none and those that are committed to these values.

We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBTQIA+, from racially minoritised communities such as from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

## How to apply

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

If you have questions about this position, please call 01722 580 180 or email [recruitment@trussell.org.uk](mailto:recruitment@trussell.org.uk).

[www.trussell.org.uk/jobs](http://www.trussell.org.uk/jobs)

