

Policy Manager

Applicant information pack



We are

1,400

different food bank locations

40,000

volunteers in our network

12,000

churches supporting us

100,000+

community groups and schools and millions of
people across the UK ready to take action

**And together,
we are Trussell.**

Introducing Trussell

Our vision is for a UK without the need for food banks or put another way, we exist so everyone can be free from hunger.

We're an anti-poverty charity and community of food banks. We work together to ensure no one in the UK needs a food bank to survive, while providing food and practical support to people left without enough money to live on.



Our mission

We exist so that everyone in the UK can be free from hunger. We work together to ensure no one needs a food bank to survive. Until that happens, we will continue to stand alongside people facing hardship, providing emergency food and practical support to people left without enough money to live on.

Our values

Our values underpin everything we do. Hunger and poverty are not inevitable, and we all have a responsibility to take action.



Compassion

This motivates us to stand alongside people facing hardship and provide support and care for individuals.



Justice

This drives us to insist that it is not right that somebody should experience hunger or poverty, and take action to change this.



Community

As people, we are all interconnected, and because of this we have a responsibility to support one another.



Dignity

We recognise the value of every individual, prioritising other people's needs and concerns in the spirit of friendship.

Ending hunger together

Last year, our community of food banks distributed 3.1 million emergency food parcels – the most ever in a single year.

People need food banks when they don't have enough money to afford the basics forcing impossible decisions like whether to heat their home or put food on the table, or whether to go without toiletries like shampoo, toilet roll or tampons.

Hunger in the UK isn't about food – it's about income.

We need urgent action on hunger in the UK. People are being pushed to the brink because they don't have enough money to live on. This can't go on. We refuse to stand by while so many of us can't afford to eat, keep warm and pay the bills.

How will we end the need for food banks?

Food banks are a vital lifeline for so many people facing hardship, but in a just and compassionate society, no one should need one.

Not so long ago, food banks were not needed to the extent they are today. Our social security system was created 80 years ago to protect people from hunger and hardship, and for decades after, people were a lot less likely to need a charity's help for the essentials. So we know things can be better.

We know what's pushing people to food banks and we know the building blocks needed to end hunger for good.



The role

Programme: Making Social Security Work

Responsible to: Senior Policy Manager

Responsible for: Senior Policy Officer

Hours: Full-time (35 hours per week)

Salary: £53,947.98 per annum plus benefits

Based: Based from home, London or Salisbury – travel around the UK as necessary including attendance at staff conferences, 121s and team away days

Role purpose

To manage the programme's policy activity and provide support and expertise to help ensure effective delivery of the programme's strategy to influence policy change. Working closely with internal and external stakeholders, the role will plan and deliver activities to help ensure Trussell's analysis and arguments are taken up and the organisation's policy recommendations are reflected in decisions made by UK government, in line with the programme goals.

This role is part of Trussell's Making Social Security Work programme, the goal of which is to ensure that social security and employment support are accessible, well-designed and sufficiently funded in order to prevent people experiencing hunger and hardship, and that the UK public view social security as an asset to society. This role is focused on the successful delivery of the overall programme outcomes, contributing to the fulfilment of our long term vision of a UK without the need for food banks.

Key Responsibilities

Develop credible policy proposals

Plan and deliver policy development activities to achieve the goals of the Making Social Security Work programme. Create credible proposals, including embedding participatory approaches to ensure policy positions are rooted in the lived experience of individuals affected by poverty₁ to build a strong case for policymakers to implement asks.

Manage policy influencing activities

Plan and deliver policy influencing activities to strengthen Trussell's ability to secure policy change. This includes briefings and presentations promoting the organisation's policy positions to external stakeholders and audiences, ensuring alignment across programmes and all nations and regions of the UK. Ensure policy outputs are timely, high-quality and support engagement with key audiences, including UK government officials and Parliamentarians.

Coordinate reactive policy work

Ensure Trussell's policy positions are included in real-time debates on key issues. Coordinate responses to reactive work on relevant policy issues, including policy consultations, activity in Parliament, in the media or in response to requests from food banks in the Trussell community so Trussell's voice, evidence and analysis are included in key policy debates, raising the organisation's profile and influence.

Build stakeholder relationships and networks

Build collaborative relationships and networks with anti-poverty sector organisations and other external stakeholders to strengthen UK policy activity. Represent Trussell in key sector coalitions and share detailed policy analysis and recommendations with external stakeholders and audiences to raise the organisation's profile and influence.

Person specification

Core knowledge

Good knowledge of policy issues relevant to Trussell's vision, including social security, disability and employment.

Good understanding of the machinery of government and policy making in the UK at the national, regional and local levels and of effective policy development and influencing

Good understanding of how to use evidence and analysis to develop, judge and advocate for policy solutions

Proficiency in MS Office (e.g. Excel, Word, PowerPoint, Outlook) and project management processes

Essential skills

Skills in developing policy solutions, ability to use difference approaches and tailor solutions to organisational goals and external context.

Good ability to make effective and appropriate use of evidence and analysis when developing and advocating for policy solutions, as well as identify gaps in evidence and make recommendations for filling them.

Excellent communication skills, including written, presentations and speaking, ability to adapt to influence different audiences.

Collaborative interpersonal skills, ability to build relationships and influence internal and external stakeholders.

Effective project management and ability to balance competing priorities, meet tight deadlines and maintain a constructive approach to challenges.

Role models inclusive behaviour and values, demonstrates commitment to the values of Trussell and empathy for people from disadvantage, marginalised or socially-excluded backgrounds.

Key experience

Track record of successfully delivering strategic policy influencing activity based on robust evidence from development to evaluation.

Experience of informing campaigns activity to mobilise support for policy change.

Experience line managing or task managing staff and contributing to team development.

Special Requirements

None

Key Stakeholders

<u>Stakeholder/Group</u>	<u>Interaction</u>	<u>Frequency</u>
		<u>(Regularly/Ad-Hoc/Project specific)</u>
<u>Internal</u>		
<u>Making Social Security Work Programme team</u>	<u>Work collaboratively to plan activity and deliver the programme outcomes.</u>	<u>Regularly</u>
<u>Prioritising Hunger and Hardship Programme team</u>	<u>Work collaboratively with to plan activity and deliver the programme outcomes.</u>	<u>Regularly</u>
<u>Sustainable Holistic Advice Programme team</u>	<u>Work collaboratively to plan activity and deliver the programme outcomes.</u>	<u>Regularly</u>

<u>Supportive Communities Programme team</u>	<u>Work collaboratively to plan activity and deliver the programme outcomes.</u>	<u>Regularly</u>
<u>Participation team</u>	<u>Work with colleagues to safely and meaningfully involved lived experience partners in policy development and influencing.</u>	<u>Ad hoc/Project specific</u>
<u>Knowledge Transformation programme team</u>	<u>Work collaboratively on specific projects and activities requiring support with data collection, analysis, evaluation and impact measurement.</u>	<u>Regularly</u>
<u>Food Bank Resilience Programme team</u>	<u>Work with colleagues to engage food banks in policy activity and provide policy support to food banks as needed.</u>	<u>Ad hoc/Project specific</u>
<u>External</u>		
<u>UK government officials and advisers</u>	<u>Develop and maintain relationships and influence to achieve policy change.</u>	<u>Regularly</u>
<u>Representatives of relevant charities and other sector partners</u>	<u>Work in partnership to achieve common goals, influence to support Trussell's aims.</u>	<u>Regularly</u>
<u>UK Parliamentarians</u>	<u>Develop and maintain relationships and influence to achieve policy change</u>	<u>Ad hoc/Project specific</u>
<u>Food banks</u>	<u>Work collaboratively to understand their perspective and experience, draw insight into policy activity, support to influence for policy change.</u>	<u>Ad hoc/Project specific</u>

<u>Lived experience partners</u>	<u>Work collaboratively to understand their perspective and experience, draw insight into policy activity, support to influence for policy change.</u>	<u>Ad hoc/Project specific</u>
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menopause friendly
employer



If you have questions about this position, please call
01722 580 180 or email recruitment@trussell.org.uk.

trussell.org.uk/jobs

Trussell is the operating name of The Trussell Trust a registered charity in England & Wales (1110522) and Scotland (SC044246).
Registered Limited Company in England & Wales (5434524).