



Role	Public Affairs and Policy Manager
Term	12 month fixed-term with 6 month probation period
Start	November 2023
Working Pattern	21 hours per week (plus lunch breaks), equivalent to 3 days per week. We are open to discussing a range of working patterns
Remuneration	£34,000 per annum prorated to £20,400, 27 days annual leave (plus bank holidays) prorated, pension contribution.
Benefits	Flexible working, employee assistance programme, cycle to work scheme.
Location	<p>The team works flexibly, with a mix of home working and office working, depending on personal preference. Our main office is in Batley, West Yorkshire. We also use a co-working space in London.</p> <p>All staff nominate Batley or London as their 'home office'. They may be required to work from their home office up to twice per month, with an expectation that they are responsible for travel costs on these days.</p> <p>We have regular team days, at varying locations. For this role there is also likely to be some need to travel to both national and devolved parliaments and to meet with key political stakeholders in West Yorkshire.</p>
Reports into	CEO
Application process and deadline	<p>Apply before 11:59 PM on Tuesday 12 September 2023 by completing the application form online. The form contains questions specific to the role and will ask you to upload your CV. Interviews will take place w/c 25th September 2023.</p> <p>Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment practices below.</p>

Hey there, come join our team and help us build a better world.

This is an exciting opportunity for someone looking to play a leading role in a small but influential national charity building a positive legacy for the late Jo Cox MP. We are looking for someone with experience of working with policy makers to lead on our political engagement. Through this role you will play a key role in continuing Jo Cox's legacy over the years to come.

ABOUT THE ROLE

As Public Affairs and Policy Manager at the Jo Cox Foundation you'll lead on engaging policy makers, elected representatives, and other decision makers in each nation of the UK with our work.

As you would expect the Jo Cox Foundation has historically strong relationships with politicians across parties. Over the last 18 months we have refined our approach to political engagement work, ensuring that we're sharing our work and what we've learnt with policy makers.

As our Public Affairs and Policy Manager you will be instrumental in engaging these stakeholders in our projects, pushing for change where necessary and amplifying the voices of our communities. You will work across all areas of our work, but a particular early focus will be the launch of the recommendations of the Jo Cox Civility Commission, and the advocacy associated with the implementation of the report.

This is an incredibly exciting opportunity to develop this area of work at the Foundation, amplifying the work that we do, and making an increased impact to build a positive legacy for Jo.

ABOUT YOU

We're looking for someone who is engaged, positive, and happy to work both as part of a team, but also on their own initiative. Ability to communicate at all levels, verbally and in writing, is essential. As we work across a number of subject areas, you'll need to be able to prioritise your workload and make effective, timely decisions.

You'll have experience of building relationships with political stakeholders and a strong understanding of how political systems function across the UK. You'll also understand how to

translate research and evidence into tangible policy asks, as well as effective ways of advocating for implementation of policy.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

ABOUT THE JO COX FOUNDATION

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to make positive change on issues that Jo was passionate about. Just as she did, we believe in working together effectively with individuals and organisations that share the belief that we have more in common than that which divides us.

We build stronger communities, encourage more respectful politics and advocate for a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

Too often our politics and society emphasises our differences rather than our commonality. We believe that helping people to recognise that commonality allows us to feel more connected, build empathy and increase trust. It also builds understanding of the stark inequalities that many groups face within our society and strengthens the collective will to take action. Though we cannot address the root cause of all inequalities, we commit to championing change and advocating for action.

WORKING AT THE JO COX FOUNDATION

One of our core values at The Jo Cox Foundation is empathy, and we work hard to apply this to our relationships with our staff as well within the work that we do.

We provide a flexible workplace with office space in Batley, West Yorkshire and London, and we also offer options for hybrid and remote working. We recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through monthly team days (with a mixture of remote and in-person days) and through regular and ongoing ways for the team to connect, both for work and to socialise.

In our 2022 staff survey:

- 100% of staff felt proud to work at The Jo Cox Foundation
- 100% felt that The Jo Cox Foundation actively supports their wellbeing
- 100% thought that the team at The Jo Cox Foundation works in a supportive and collaborative way

KEY RESPONSIBILITIES

Strategy and planning

- Evolving the political outreach strategy of the organisation, in collaboration with the CEO and project leads.
- Leading on planning proactive engagement with policy makers, including local government, MPs and Lords.
- Monitoring parliamentary business and government announcements, identifying areas for intervention.

Relationship development and outreach

- Leading on organisational outreach to political stakeholders, including building relationships with individuals and staff teams.
- Coordinating meetings with policy makers.
- Leading on briefings for meetings with stakeholders.
- Working with other key stakeholders to agree areas of joint advocacy work

Policy and research

- Working collaboratively with project leads to produce reports, submissions and consultation responses.
- Where relevant, work to develop specific policy recommendations associated with our work.

Monitoring and evaluation

- Working with the CEO to set targets for political engagement and monitor the impact of our work.
- Tracking all engagements with policy makers.

PERSON SPECIFICATION

Experience, knowledge and skills

- Good understanding of the UK political environment, local and national government structures and decision-making, including comprehension of how to influence policy.
- Experience working in or with political institutions.
- Ability to build and maintain relationships with key stakeholders.
- Experience writing reports, briefings and consultations.
- Ability to develop implementable policy asks.
- Ability to communicate clearly, succinctly and in a manner that appeals to a wide audience, including the ability to explain complex topics with ease.

Personal attributes

- Can-do attitude and flexible, adaptable and comfortable working in high paced environments.
- Commitment to working with people across political divides.
- Organised with strong planning and problem-solving skills.
- Able to develop good working relationships with people both internally and externally at all levels.
- Commitment to equality, diversity and inclusion.
- Belief in the Foundation's values and to fostering a culture where all team members have a sense of belonging.

Other

- Right to work in the UK.

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via info@jocoxfoundation.org and we can discuss further.

AN INCLUSIVE RECRUITMENT PROCESS

The Jo Cox Foundation has a strong commitment to equality, diversity and inclusion. We want to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every



individual has a sense of belonging, and this is reflected in our recruitment practices.

For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

We are a Disability Confident Committed employer and offer a guaranteed interview scheme for applicants who identify themselves as having a disability or long-term health condition. Our Operations team will ensure that all applicants who apply under this scheme and meet the minimum criteria for the role will receive an interview.

We know that interviews are a stressful experience, and can provide a particular challenge for candidates who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.

If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.

We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).