



Job Pack Senior Policy and Research Officer

Thank you for your interest in this role. In this pack please find:

- Information about CPAG and about the role
- Terms and Conditions of Employment
- Job description
- Person specification
- Application form

To apply, please return the application form, taking particular care to provide full details of how you meet the person specification.

Please send your application to recruitment@cpag.org.uk

Closing date for applications: Monday 7 July (midnight)

Interviews will be held on: Monday 14 July

If you require further information or need us to make any special arrangements to enable you to participate in the selection process, please contact recruitment@cpag.org.uk.

RECRUITMENT MONITORING

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form [here](#).

The form should take no longer than 5 minutes to complete and will not form part of the selection process.



General Information

Senior Policy and Research Officer

About CPAG

Child Poverty Action Group works on behalf of the more than one in four children in the UK growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good. We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

Our vision

Our vision is of a society free of child poverty, where all children can enjoy a childhood free of financial hardship and have a fair chance in life to reach their full potential.

Our mission

Our mission is to promote action to prevent and end poverty among children and families with children in the UK.

Our beliefs

CPAG policy positions have stood the test of time for six decades. We hold that child poverty is relative to the society families live in and is characterised by a lack of resources. It is neither necessary nor inevitable and is responsive to policy action. Policy solutions should focus on adequate incomes, prioritise prevention rather than relief, and means-testing should be avoided wherever possible. When governments adopt our solutions, child poverty falls.

Our values

- Ambitious – child poverty isn't inevitable, and we won't stop until no child grows up in financial hardship.
- Voice – our work is informed by the voices of children and families
- Evidence based – we advocate solutions to child poverty based on the evidence
- Leadership – we are the leading advocates for children and families in poverty in the UK
- Independent – we are not afraid to speak out

Our theory of change

- By promoting our values, we advance the public and political will for a society free of child poverty
- By developing evidence-based solutions, we encourage policymakers and practitioners to act to prevent and end child poverty
- By campaigning, we work towards social and political change that will keep families from poverty
- By developing and sharing our social security expertise, we help maximise families' resources and inform our evidence for change.

What We Do

Policy and campaigning

We seek to achieve positive outcomes through our high-profile campaigning work – using evidence to influence government and media. We publish research and information on the causes and effects of child poverty (including briefing materials on our website - cpag.org.uk) and seek radical and practical solutions. Our journal *Poverty*, published three times a year, carries articles and features to inform and stimulate debate on poverty, its causes and consequences, and the action required to tackle it.

Rights and Advice

We provide expert advice, training and information to welfare rights advisers, lawyers and others on all aspects of the social security and tax credit systems. Our staff in London and Glasgow respond to around 7,300 queries a year from advisers. Our bi-monthly *Welfare Rights Bulletin* keeps them up-to-date on new legislation and developments. During the year we reached 12,300 beneficiaries through our training, conferences and seminars. Through carefully selected test cases, we challenge unjust legislation, unfair or discriminatory decisions.

Publishing and Resources

CPAG publishes the major handbooks used by thousands of advisers, community workers, lawyers and members of the public. The *Welfare Benefits and Tax Credits Handbook* gives full coverage of all aspects of social security and tax credits. We publish handbooks and resources on housing benefit, child support, fuel rights, debt advice, benefits for migrants, council tax, student support and personal finance. AskCPAG is our platform for advisers to access up-to-date information and tools to navigate the complexities of the social security system. For more information, visit askcpag.org.uk.

There are currently two offices from which this work is undertaken, the main office being in London and CPAG in Scotland, located in Glasgow. There is a recognised union to which most permanent staff belong.

Background to the Post

The successful applicant will be responsible for developing and promoting evidence-based policies that will contribute to preventing and reducing child poverty and improving outcomes for children, young people and their families. The main focus of the role will be informing and influencing policy makers working at a Westminster level, although there may be some work with colleagues in Scotland and Wales. They will draw on CPAG's [Early Warning System](#) and social security expertise and wider evidence to ensure the impact of social security changes, the need to prevent crisis and the importance of early intervention is considered when developing and delivering policies and services. They will inform and influence Ministers, officials, parliamentarians, and other key stakeholders.

The post-holder will work closely with CPAG's Head of Policy and the wider policy team (a senior policy analyst and a policy officer) to ensure CPAG's understanding of welfare benefits, and the intelligence that we gather from the frontline workers we support, is used to inform politicians and policy makers as they develop policies and services to support children and families across the UK.

The postholder will be working in a fast moving, high profile and complex policy environment and will need to balance short term priorities with long term objectives. Current priorities include influencing the development and implementation of the forthcoming UK wide cross-government child poverty strategy, sharing analysis and expertise as part of the DWP's review of universal credit, and monitoring the development of the green paper on the changes to disability benefits, and the white paper on employment.

This post provides a unique opportunity to make a real difference to policies that will affect children's lives. The post will be based with CPAG in London. Hybrid working arrangements are in place subject to service needs and the needs of the organisation.



Terms and Conditions of Employment Senior Policy and Research Officer

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| Job title: | Senior Policy Officer |
| Contract: | Permanent |
| Location: | London (hybrid options available) |
| Salary: | Band D– £48,550–£53,661 |
| Hours: | This position is available on a full or part time basis (21-35 hours per week). Working days to be negotiated. Normal working hours are 9:30 a.m. – 5:30 p.m. (including a 1 hour unpaid lunch break). Overtime is not payable, but CPAG operates a 'core hours' and flexi/TOIL (Time Off In Lieu) policy. |
| Annual leave: | 30 days a year annual leave (pro-rata), 9 bank holidays (plus 4 days during the Christmas/New Year period when the office closes down). |
| Other benefits: | Interest free travel loan, automatic enrolment into CPAG's nominated Group Personal Pension Scheme, income protection insurance and 'death in service' provision, and a range of leave entitlements for family and other reasons (details are on the attached sheet). |

There is a six-month probation period for this post.

CPAG's Commitment to Equal Opportunities

Everyone has the right to be treated with fairness, dignity and respect and to live free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and also that every employee of the organisation has personal responsibility to abide by and promote the policy.

CPAG recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependents or people who are using mental health services.

We are proud to be an organisation that is not afraid to point out injustice and inequality and have policies in place that recognise the importance of equality and diversity. However, we know as an organisation that there is always room for improvement. We acknowledge the problem with racial diversity within the charity sector and we are committed to taking action to change this. In trying to achieve social change, greater fairness and equality, we must also hold ourselves to account. We want to build a diverse group of talented people working towards our shared vision.

To this end we have set up an Equality, Diversity and Inclusion (EDI) group to advise on and help lead this work. Championed by our Board and leadership, we aim for EDI to be embedded throughout our organisation and strategy. We are committed to making change where it is needed and look forward to being part of a sector that prioritises diversity and equality.

We are prepared to invest resource, to where possible recruit for potential rather than seek perfection and recognise the need for a better understanding of racial and other biases in order to reflect the communities we work in. We continue to value the insights brought to the organisation through lived experience. CPAG needs to be a safe place to work, to challenge and feel safe to have uncomfortable conversations.

Additional Information on Terms and Conditions of Employment

Leave entitlements

- 30 days annual leave
- 4 additional days paid leave during the office Christmas closure
- 9 bank holidays
- 26 weeks paid maternity leave and 13 weeks of maternity leave at the current rate of SMP
- Shared Parental Leave
- 6 weeks paid leave for staff whose partner has or adopts a baby
- 6 weeks paid paternity leave including a maximum of 2 weeks statutory paternity pay
- 13 weeks unpaid parental leave for parents or guardians of children up to age 16 (18 weeks for parents or guardians of disabled children)
- 10 days paid leave for staff members who have to care for a dependent
- 5 days paid leave for urgent domestic reasons
- 5 days paid leave for staff who carry out public duties
- 10 days paid study leave subject to agreement by CPAG
- An unpaid career break of up to 6 months available to staff after 2 years' service
- Time off in lieu, flexible working options and flexitime to allow staff to work flexibly

Arrangements apply pro rata to part-time staff and basic annual leave dependant on start date and hours and runs from April to March.

Other benefits

- Access to Employee Assistance Programme and BUPA Healthy Minds counselling
- Occupational Health Service
- Group Personal Health Insurance
- Flu jab vouchers
- Eye sight tests and vouchers
- Season ticket loan
- Cycle to Work scheme
- Monthly staff socials and regular staff away days and Christmas lunch



Job Description

Senior Policy and Research Officer

Job Title: Senior Policy and Research Officer
Reports To: Head of Policy
Team: Policy team
Salary band: Band D
Hours: 21-35 hours per week (3-5 days)

Job purpose:

- To take a lead role in developing evidence-based policy positions and solutions to support CPAG's influencing and campaigns work and to help achieve our strategic objectives.
- To take a lead role in undertaking research to support CPAG's influencing and campaigns work.
- To work as a member of the Policy, Rights & Advocacy team contributing to its overall objectives.

Tasks and Responsibilities:

1. To provide policy expertise on the causes, effects and solutions to child poverty and help develop evidence-based policy positions.
2. To take a lead role in providing authoritative, concise briefings for internal and external CPAG audiences, including submissions to parliament and government.
3. To represent CPAG at speaking engagements, events, relevant coalitions and networks and at meetings with external stakeholders.
4. To take a lead role in the development and execution of ideas and proposals for policy and research projects, including developing relationships with funders.
5. To play a lead role and participate in the development and implementation of campaigns, providing advice, support and challenge to colleagues.
6. To take a lead role in ensuring CPAG's policy perspective informs and supports CPAG media activities, including supporting the press and campaigns colleagues with press enquiries as needed.
7. To support CPAG's work with those with lived experience of poverty.

8. To support the political and parliamentary work of CPAG through briefing and advocacy activities.
9. To write regular articles and updates for internal and external publications including our website.
10. To ensure CPAG's advice and rights expertise and relationships with advice workers informs and supports our policy, influencing and campaigning activities.
11. To ensure compliance with all CPAG's policies and code of conduct, with specific attention to Diversity and Equality.
12. To take on any other reasonable tasks which contribute to achievement of the job purpose and the aims of CPAG.

Person Specification – Senior Policy and Research Officer

| Experience | |
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| <i>Essential</i> | <i>Desirable</i> |
| Substantial experience of working in a public policy environment to deliver change, including an understanding of how outside organisations influence public policy | A track record of developing and implementing campaigns |
| Experience of carrying out research and policy analysis on children, social security, poverty, family policy or related public policy issues – including leading the development of high quality briefings, consultation responses or reports. | |
| Experience of undertaking and using quantitative and qualitative research to support public policy influencing work and campaigns | Experience of using SPSS and/or other analytical packages |
| Experience of delivering presentations/public speaking engagements | |
| Experience of relationship building and stakeholder management to achieve change – e.g. working closely with government officials, politicians, academics, and voluntary sector partners. | |
| Skills/abilities/knowledge | |
| <i>Essential</i> | <i>Desirable</i> |
| Excellent analytical skills and the ability to develop evidence-based positions on complex areas of public policy | Knowledge of social research methods and ability to write successful bids for funding applications |
| Ability to interpret a range of statistical datasets including Households Below Average Income (HBAI) and other national datasets | |
| Excellent oral and written communication skills | |
| Strong project management skills – and ability to support and supervise staff as required | |
| Ability to manage a demanding workload with competing short term and long-term priorities | |
| Other qualities: | |
| <i>Essential</i> | <i>Desirable</i> |
| Commitment to CPAG's aims and objectives | |

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| Commitment to CPAG's diversity and equality policy | |
| Other contractual requirements | |
| <i>Essential</i> | <i>Desirable</i> |
| Ability to spend occasional nights away from home on business | |
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