



## Job Pack (Senior) Policy 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](mailto:recruitment@cpag.org.uk)

**Closing date for applications:** Monday 16 March  
**Interviews will be held on:** w/c 23 March (in London)

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](mailto: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 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](http://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](http://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 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.

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.

Applicants with experience and skills at the **Senior Policy Officer** level 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.



## Terms and Conditions of Employment (Senior) Policy Officer

<b>Job title</b>	Policy Officer or Senior Policy Officer (subject to experience and skills)
<b>Contract:</b>	12 month fixed-term contract
<b>Location:</b>	You will be based in London but you will be able to agree a pattern of regular remote working with your line manager.
<b>Salary:</b>	Policy Officer: £41,769- £46,166 Senior Policy Officer: £48,550- £53,661
<b>Hours:</b>	Full time or part time hours considered (35 hours a week full time). CPAG operates a 'core hours' and flexi/TOIL (Time Off In Lieu) policy. Flexible working arrangements will be considered (e.g. part time, compressed hours).
<b>Annual leave:</b>	30 days a year annual leave (plus additional 4 days during the Christmas/New Year period).
<b>Other benefits:</b>	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 and other wellbeing benefits (details are on the attached sheet).

There is a three-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 Officer

**Job Title:** Policy Officer or Senior Policy Officer (subject to experience and skills)

**Reports To:** Head of Policy

**Team:** Policy Team

**Salary band:** Policy Officer: Band C 95-105%  
Senior Policy Officer: Band D 95-105%

**Hours:** Full or part time

### Job Purpose:

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

### Tasks and Responsibilities:

1. To develop expertise on the effects and solutions to child poverty; develop evidence-based policy positions and identify, monitor and evaluate policy and political trends as appropriate.

**Senior Policy Officer level:** To provide policy expertise to CPAG staff and external stakeholders on the causes, effects and solutions to child poverty and help develop evidence-based policy positions.

2. To develop an understanding of and confidence using the key statistical data sets, including Households Below Average Income, to inform CPAG policy and identify possible influencing and campaigning opportunities.
3. To prepare authoritative, concise briefings for internal and external CPAG audiences, including submissions and consultations to parliament and government.

**Senior Policy Officer level:** To take a lead role in providing authoritative, concise briefings for internal and external CPAG audiences, including submissions to parliament and government.

4. To write regular articles and updates for internal and external publications including our website.

5. To work with CPAG's welfare rights team to analyse evidence on the impact of social security changes gathered by frontline advisers, in order to inform policy and parliamentary activity.

**Senior Policy Officer level:** To ensure CPAG's advice and rights expertise and relationships with advice workers informs and supports our policy, influencing and campaigning activities.

6. To monitor parliamentary business for opportunities to influence, and to establish and maintain effective relationships with MPs so as to inform key debates and committee discussions on issues likely to affect family incomes, child poverty and child wellbeing.
7. To support CPAG's work with those with lived experience of poverty.

**Senior Policy Officer level:** To help drive CPAG's work with those with lived experience of poverty, including identifying opportunities for our lived experience networks to inform our policy work / engage directly with policy makers.

8. To represent CPAG at speaking engagements, events, relevant coalitions and networks and at meetings with external stakeholders.
9. To support the delivery of in-house research projects as required.

10. To assist when required in supporting CPAG media and political activities, including assisting the Press and Campaigns Officer as requested.

**Senior Policy Officer level:** 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.

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 aims of CPAG.

13. **Senior Policy Officer level:** To support the political and parliamentary work of CPAG through briefing and advocacy activities.

14. **Senior Policy Officer level:** To take a lead role in the development and execution of ideas and proposals for policy and research projects, including developing relationships with funders.

15. **Senior Policy Officer level:** To play a lead role and participate in the development and implementation of campaigns, providing advice, support and challenge to colleagues.

## Person Specification – (Senior) Policy Officer

### Experience

Essential	Desirable
<b>Policy Officer</b>	
Experience of developing and promoting policy solutions.	Track record of successfully influencing parliamentarians.
Awareness and understanding of at least one relevant policy area, such as social security, children and early years, employment, housing or other policy area related to child poverty.	Knowledge of the social security system
Experience of carrying out research on social policy issues relevant to children / child poverty	
<b>Senior Policy Officer Level</b>	
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.	Knowledge of the social security system
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

Essential	Desirable
<b>Policy Officer</b>	
Knowledge of current social policy and political issues in the UK.	
Knowledge of parliamentary processes and how to engage in them to influence policy development.	
Excellent oral and written communication skills	
Ability to represent CPAG at external events.	
Ability to work in partnership with colleagues internally and externally to achieve shared goals.	
Ability to manage a demanding workload with competing short term and long-term priorities	
<b>Senior Policy Officer Level</b>	
Excellent analytical skills and the ability to develop evidence-based positions on complex areas of public policy	Knowledge of social research methods
Ability to interpret a range of statistical datasets including Households Below Average Income (HBAI) and other national datasets	Experience of writing successful bids for fundraising applications
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	

### Personal Qualities

Essential	Desirable
Commitment to CPAG's aims and objectives	
Commitment to CPAG's diversity and equality policy	
Ability to spend occasional nights away from home on business – include if essential to the role	