

## Policy and influencing officer

### About ACEVO

ACEVO is the Association of Chief Executives of Voluntary Organisations. For over 30 years, we have provided support, development, and an inspiring, collective campaigning voice for our members across the UK. ACEVO's network of nearly 1,700 individuals includes the leaders of small, community-based groups, ambitious medium-sized organisations, and well known, well-loved national and international not-for-profits.

ACEVO's vision is for civil society leaders to make the biggest possible difference.

Together with our network we inspire and support civil society leaders through connection, skills and influence.

Our leaders drive positive change in their organisations and in their communities, and our peer-to-peer network supports and encourages them at every step of their career.

We have a turnover of £1m and 16 staff (14 FTE). In our most recent staff survey, 100% of our team said they enjoy their job and would recommend ACEVO as a great place to work.

### Overview of role

ACEVO is looking for a bold, creative and committed policy and influencing officer to help shape the agenda on issues that matter to our members, and ensure their voices are heard by those who have the power to effect change.

You will be a key part of ACEVO's small but impactful policy and influencing team, and help us achieve our advocacy, policy and public affairs priorities in line with our organisational strategic objectives. With experience of collaborative working and influencing, you will help create the output of research, briefings, press statements and reports. The policy and influencing officer will build strong relationships with stakeholders, and be able to think creatively, including when advising members on challenges and opportunities.

The policy and influencing officer will support ACEVO's head of influencing and communications officer to develop policy and advocate on behalf of civil society chief executives on the issues that matter to them. You will also help promote our work improving equity, diversity and inclusion in our organisation and across the sector.

You will work alongside colleagues in the membership and events team to provide policy support for a range of networking, training and conference events. This job would suit someone interested in the important role of leadership in civil society and who enjoys working in a small team across a broad range of activities.

## **Main areas of responsibility**

- Produce a range of written materials, including briefings, articles, statements and reports.
- With the head of influencing, lead on the development and delivery of policy projects.
- Work alongside the head of influencing on campaigns and external communication.
- Work alongside the communications officer to articulate ACEVO's policy work in innovative and engaging ways.
- Prepare member briefings on policy issues and draft blogs for the ACEVO website.
- Prepare government and parliamentary submissions and consultation responses.
- Prepare and draft letters to politicians and other stakeholders, as appropriate, to support our influencing goals.
- Where relevant, brief the chief executive and senior staff on policy issues.
- Monitor changes (and prospective changes) in policy and legislation that impact the work of ACEVO members; and provide summaries and analyses of them.
- Undertake research to support the work of ACEVO.
- Establish and maintain excellent working relationships with key stakeholders.
- Represent ACEVO at key events and meetings.
- Draft press releases.
- Lead on ACEVO's policy work relating to tackling the climate crisis.
- Undertake any other duties commensurate with the purpose and remit of the post.

## **Person specification**

### **You will have**

- An interest in public policy and advocacy with a good understanding of current policy issues affecting civil society.
- An understanding of the role of government and parliament in influencing.
- Experience of policy or research work to support influencing work.
- Ability to write well, drawing out key points for briefings, articles and publications.
- An interest in supporting civil society organisations to engage with the impacts of

the climate crisis.

- Excellent interpersonal, communications and relationship management skills.
- Willingness to work flexibly across different and diverse teams, as well as independently.
- Experience in communicating via a range of platforms and mechanisms to ensure members are well-informed and engaged with our policy work.
- Experience in representing organisations, networking and working in coalitions.
- Experience of chairing meetings and planning agendas to meet deadlines and goals.
- Excellent organisational skills with the ability to manage own workload effectively.
- Strong attention to detail.
- IT literacy.

### **You will be**

- Self-motivated and able to take the initiative to deliver tasks.
- Able to work with a team.
- Willing to learn and develop in the role.
- Committed to contributing to an inclusive and equitable workplace culture.

### **Salary, benefits, and other key information**

**Reports to:** Head of influencing.

**Salary:** £30,000 per annum.

**Contract:** This is a permanent, full-time position, but we welcome applications from people seeking flexible working or from job-share applicants.

**Hours:** 35 hours per week.

**Annual leave:** 28 days per year plus bank holidays.

**Location:** We have an office in central London and offer a flexible workplace approach, which means that you may work from a home location for an agreed part of your contracted hours.

**Travel:** Some travel within the UK will be required, including occasional overnight stays.

**Additional benefits:** good pension benefits, annual training budget, employee cycle scheme, flexible working, employee assistance programme.