



## **Policy Manager – Job Description**

### **Background**

The Blaggrave Trust is an endowed Trust established in 1978 that is focused primarily on the South of England. We partner with youth organisations to help young people aged 14-25 make a successful transition to adulthood.

We have explicit values of partnership with the organisations that we fund, building open and trusting relationships. We are active collaborators and try to be generous with our time. We strongly emphasize ‘how’ we fund, believing that reducing bureaucracy and transactional processes enables organisations to focus on mission and be as effective as possible in delivering social change.

We are committed to learning and believe that one of our best strengths as a relatively small funder is to be agile, responsive to what we are hearing and to try out new approaches continually refining our strategy. In this sense our work is evolving. These are exciting times for Blaggrave!

To find out more visit [www.blagravetrust.org](http://www.blagravetrust.org)

### **The role**

Our work focuses on three key areas:

1. Funding to outstanding youth focused charities supporting young people aged 14-25, primarily but not exclusively in the South of England.
2. Funding that supports young people to lead change themselves, have a voice in society and participate and be listened to in decisions affecting their lives. Most notable is our recent launch of The Listening Fund partnering with some other significant funders.

3. Funding that addresses the root causes of the issues we see manifest in young people's problems and that supports advocacy, policy, research or campaigning.

We know that these three areas are inter-connected and feel that by emphasizing grass-roots support, voice and policy influence as equal elements of our funding strategy we are trying something new.

Our policy work was agreed by the Trustees in early 2017 as a new area of work. Since then we have started to make some policy related grants; have convened partners to consult on our direction and key issues of concern; commissioned a literature review on 16-24's <https://www.blagravetrust.org/wp-content/uploads/2018/03/Lit-Review-March-2018.pdf> and a policy scoping study resulting in recommendations for Blgrave.

All these pieces of work have given us the confidence to go further and do more, hence we are now ready to recruit a dedicated staff post to move us forward. This is an exciting role in that there is real scope to shape a new programme of work, take it in exciting directions and think creatively.

We are looking for an engaged and energized individual to join our existing small team of 3 staff, who is excited by the opportunity to bring about enduring change in young people's lives. We are interested in individuals who have experience of social change and policy influence, alongside a strong commitment to youth voice. We will openly consider individuals from diverse backgrounds, with lived experience of the issues that the young people we support face.

### **Key Tasks**

To work closely with the Director and other Blgrave staff on a range of tasks relating to the overall strategy and direction of Blgrave's work. To have primary responsibility for:

- Keeping abreast of all policy developments in the youth sector and related fields, particularly relating to particular groups of young people facing disadvantage e.g. social welfare, public services, housing policy, employment and education. Keeping the Blgrave team informed and up to date about said developments.

- Providing analysis of the policy context for young people, through research and scoping of existing initiatives, gaps in the sector, other key players
- To lead on shaping and developing a clear Blagrave policy strategy for the next three years building on what has been started. In particular this will involve:
  - Networking and maintaining key relationships with other funders and stakeholders in the sector
  - Proactive development of collaboration opportunities, joint research, and other initiatives on behalf of the 16-25 age group
  - Formulation of policy ‘positions’ on key issues where relevant and appropriate
  - Identification of key partners for funding on policy, campaigning and advocacy work
  - Helping to shape Blagrave’s position regarding the extent to which we will engage with direct influencing work ourselves. Undertaking any direct influencing work as agreed and where appropriate i.e.meeting with key stakeholders in LA’s, government etc.
  - Supporting learning events and convening initiatives of the Trust in both their conception and execution – regionally and in London
  - Representing the Trust at Association of Charitable Foundations and other relevant learning events either in London or in the region.
  - Inputting into formal policy consultations as and when relevant and appropriate
  - Attending Board meetings which take place up to 5 x per annum as and when requested
  - Working as a team ensuring that all the administration of the Trust is kept up

to date, and we are complying with our commitments under Charity Commission regulations.

- Supporting the Director on any other ad hoc initiatives

### **Required skills**

- Energy and passionate commitment to young people and social change. Strong understanding of issues affecting young people in 2018
- Demonstrable knowledge and experience of policy, campaigning and/or research
- Excellent interpersonal skills with the ability to communicate and represent the Blagrave Trust externally empathetically and clearly
- Strong writing skills including ability to summarize information into briefings or proposals
- Experience working in or with the voluntary and/or public sector is preferable
- A degree or equivalent qualification is preferable – if not demonstrable analytical and writing skills
- Resourceful with an ability to think creatively, see opportunities and use initiative
- Flexible approach to work including excellent time management and self-motivation
- Excellent team working skills and the ability to act independently when necessary.
- Willingness to travel regularly around the South of England as and when necessary

### **Terms and Conditions**

This position is offered as a full or part-time role (minimum 3 days). The salary will range from £35,000 p.a. upwards for the right candidate, subject to skills and experience and taking into account London weighting.

The Trust offers 25 days annual leave p.a. and a pension scheme

The Trust does not have a permanent office space – all existing staff work from home and/or at office sharing facilities we use in Central London and in Wiltshire. These shared offices are also used to convene meetings – and there is opportunity to extend or review this arrangement if necessary for any individual that wishes a more formal office arrangement. The Director currently spends a minimum of 2 days p week in London.

To apply please send your CV and a covering letter to [grants@blagravetrust.org](mailto:grants@blagravetrust.org) including the name of two referees who can vouch for you – at least one must be from a recent professional experience.

**NB We will review applications on a rolling basis**