

Advocacy and Policy Officer Recruitment Pack

Vegetarian for Life is the leading authority on diet and healthy living advice for older vegans and vegetarians. We work with a diverse variety of stakeholders, including some of the UK's biggest care chains and food suppliers; government; and partner NGOs, to support and protect older vegans and vegetarians.

As we continue to expand our advocacy and policy work, we are looking for a part-time (21 to 30 hrs per week) Advocacy and Policy Officer. The role may have the option of moving to full-time in the future for the right candidate.

The postholder will work closely with the Head of Research and Policy in delivery of the 5 Year Strategy, to ensure that Vegetarian for Life is front and centre of policy development and credible research that supports older vegans and vegetarians.

We are looking for someone that understands the workings and dynamics of the UK political system, with a hunger for campaigning and policy change, and the ability to identify and navigate a variety of systems and stakeholders to achieve these goals. The right candidate will have an eye for detail and the ability to collate information from a variety of academic and non-academic sources and to package this into useable data. Likewise, an ability to work with researchers and conduct their own desk-based research is required.

Ideally with experience of campaigns/advocacy in the UK, you will have a solid understanding of the legislative, regulatory, and governmental framework.

Candidates will be required to regularly attend meetings at Parliament in addition to the Manchester office, so ideally the candidate will be located close to one of these areas. The role will include regular travel to both cities and may include overnight stays. Other UK travel may be required, and you must be prepared and willing to travel for this role. The role is primarily home-based (London candidates) or office-based (Manchester candidates).

Applications from outside the sector, and from minority groups, are welcome. If you're interested in the role and could see yourself doing a great job, don't let a few missing qualifications stop you from applying.

In line with the charity's core values, you should be a committed vegan or vegetarian.

Salary and benefits:

- From £12.82 per hour (£25,000 pro rata). We appreciate that you may have other work or study commitments, and can offer 21 to 30 hours per week, depending on your preference.
- The role may have the option of moving to full-time in the future for the right candidate. If you are specifically looking for a full-time role, please do not hesitate to apply.
- 6% contribution to group personal pension plan
- Generous 38 days (pro-rata) of annual leave p.a.
- Supportive and positive working environment

Closing date: Thursday 1 June, 5pm.

Job Description: Advocacy and Policy Officer

Reports to: Head of Research and Policy

Manages: n/a

Charity Overview: Vegetarian for Life is the leading authority on diet and healthy living advice for older vegans and vegetarians. We work with a diverse variety of stakeholders, including some of the UK's biggest care chains and food suppliers; government; and partner NGOs, to support and protect older vegans and vegetarians.

Overview of Role: The postholder will work closely with the Head of Research and Policy in delivery of the 5 Year Strategy, ensuring that Vegetarian for Life is front and centre of policy development and credible research that supports older vegans and vegetarians.

Working as part of a small team, the Advocacy and Policy Officer will be confident in working with a variety of stakeholders, both internal and external, to drive policy change to ensure that Vegetarian for Life is an active, and credible, part of the discussion on issues that affect older vegans and vegetarians. They will support policy and research priorities as well as generating their own workflows to seize and explore opportunities as they arise.

Key Accountabilities/Responsibilities (note, this list is not exhaustive):

- Work with the Head of Research and Policy to deliver, develop and drive forward the organisation's Research and Policy Strategy.
- Work with existing contacts and stakeholders, and build new networks, including, but not limited to; MPs/MSPs, Ministers, corporates, regulatory bodies, academics and service users in order to maximise charity reach and impact.
- Connect with researchers, and commission research relevant to older vegans and vegetarians.
- Disseminate relevant information and findings internally to the team and the wider organisation, as required, to aid its work and impact.
- Work with, and keep informed, Regional Development Officer(s) and wider team as required to maximise impact across departments.
- Work to understand, identify and target key decision makers and influencers to help achieve organisational research and policy goals.
- Manage staff resources, and others who from time to time may be assigned to the research and policy team.
- Effectively use the All-Party Parliamentary Group on Vegetarianism and Veganism to create contacts and maximise policy change.
- Develop specific, practical policy proposals based on research findings for key stakeholders, including policymakers.
- Work with PR Executive and Head of Research and Policy to ensure reports and research findings have maximum media exposure.
- Support delivery of strategy, on time and on budget, tangible campaign and research outputs.

- Keep abreast of relevant mental health, social care and other relevant issues in media, politics, regulation, and legislation.
- Support the drafting of policy submissions and research papers in support of Vegetarian for Life's policy objectives.
- Work with campaigning and monitoring tools, such as Engaging Networks and Dods to understand political activity and trends and to support the creation of effective supporter interventions.
- Represent organisation and present research, as required, at policy-making fora, conferences, to the media, and at other appropriate meetings and events.
- Organise and host seminars, workshops and other policy-related events as required.
- Work with CEO to develop and maintain the charity's advocacy services for older vegans and vegetarians and support these service users as required, including making referrals, writing and maintaining reports, and providing clear and up to date information based on current legislation and regulation.
- Evaluate the impact of advocacy support and outcomes achieved.
- Undertake any other duties as reasonably requested from the Head of Research and Policy or CEO.

In order to apply you should have the following skills and experience:

Person Specification: Essential

- Solid knowledge and awareness of UK political systems and workings.
- Experience in strategic campaigning and policy work.
- Excellent communication skills with ability to communicate effectively and build functional relationships and partnerships across all levels of stakeholders, including media, government, and regulatory bodies.
- Well organised with strong project management skills.
- Understanding of using communications and media channels to effectively drive policy change.
- Ability to understand new information and link it to existing ideas, policies, or practices.
- Working knowledge and understanding of the issues that affect the lives of older vegans and vegetarians.
- Self-driven with proven ability to manage multiple workflows across campaigns, research and policy, and ability to work effectively both independently or as part of a team.
- Desire to meet deadlines, to deal with a variable workload and to be able to react to sudden pressures and opportunities that present themselves.
- Experience of preparing and researching reports and political briefings with high standards of accuracy.
- Ability to draw out the most salient features of complex issues and debates and to present complex information in ways that are simple and easy to understand.
- Educated to degree level or equivalent, preferably in relevant field.
- In line with the charity's core values, you should be a committed vegan or vegetarian.

Person Specification: Desirable

- Educated to Masters degree level in a relevant discipline.
- Experience in a similar role in the charity sector.
- Experience of media interviews and/or presenting at events.
- Experience of writing for a range of audiences and using different mediums to produce convincing, clear and succinct content, e.g. blogs, e-actions, web and print.
- Experience of presenting findings at conferences or in published articles.
- Demonstrable ability to work effectively with the media.
- An understanding of the care sector and regulatory framework and the role of local authorities and central government in relation to this.
- Knowledge of relevant legislation, including how veganism is protected by the law, the Mental Health Act, the Mental Capacity Act and the Care Act.
- Experience of working with older people and an understanding of the issues that affect the quality of their lives.