



Homeless Link

Title:	Policy Manager
Contract type:	Fixed term contract, to the end of March 2025
Location:	Flexible, based at our London Head Office or home based
Hours:	Part time - 21 hours per week
Salary Scale:	£25,224 per annum Office based (including London Weighting) £22,627 per annum. Home based
Closing Date:	11.59 pm, Sunday 11 th August
Interview Date:	20 th August 2024 (expected)

1. Introduction

Thank you for your interest in this post. This pack will give you some more information about the role and how you can apply. Please feel free to contact us if anything is not clear or you have further questions.

Homeless Link is the national membership charity for frontline homeless agencies in England. With more than 800 members, we work to improve services and campaign for policy change that will help end homelessness and ensure that everyone has a place to call home and the support they need to keep it.

As part of the Social Change directorate we lead Homeless Link's campaigning and thought leadership activities within the homelessness sector and beyond. In the context of a new Government and the opportunities this brings for influencing we are looking to recruit a Policy Manager, on a fixed term basis, to help bolster our policy team and advance our policy activity at this crucial moment. Policy Managers in Homeless Link work to ensure we represent the voice of our members across all our strategic influencing. This is a dynamic role in which you'll lead on key policy areas, building relationships with our members, service providers, local authorities, civil servants, parliamentarians, and other key strategic stakeholders. You will be responsible for developing, refining and advancing policy, working across the team and with colleagues across the organisation to support the delivery of influencing campaigns and activity. You will be the organisational expert on key strategic policy areas, supporting our members to influence change. This role is pivotal to achieving our vision of ending homelessness.

The successful candidate will be an excellent project manager, have strong communication and relationship building skills, experience in policy development, and knowledge of the current policy context in relation to homelessness, social exclusion, or a related field. If you want to be at the forefront of change – this is the right job for you.

We are actively seeking to increase our diversity within our organisation and would greatly welcome applications from people with lived experience of homelessness, from a black or minority ethnic background and/or with a disability.

Thank you for your interest, and I look forward to receiving your application.

Sophie Boobis
Head of Policy and Research

1. Job Profile

Role Description

The Policy Manager leads on the development of policy work in support of Homeless Link's strategic agenda, working to effectively underpin and support Homeless Link's ability to influence government at all levels (national and local). This is a fixed term role to support with the delivery of key strategic influencing activity in the context of a new government.

The term of this post aligns to the end of a number of current funding streams. Potential for extension will be dependent on availability of new funding.

PURPOSE

- To provide high level policy analysis and development to ensure there is an informed understanding of key policy issues in Government and among other key decision makers and to motivate them to make changes that will have a positive impact for people experiencing homelessness.
- To lead on and develop knowledge and expertise on specific policy areas
- To consult with Homeless Link members to develop evidence informed policy positions rooted in the experiences of the sector and the people they support, and to ensure members are informed and engaged with key policy activity
- Contribute to Homeless Link's policy influencing and engagement strategy producing consultation responses, briefings and engaging with core stakeholders to ensure the policy team remains current and reactive to wider public policy activity
- Contribute to the delivery of influencing campaigns, working with the wider policy team, Campaigns Manager, Head of Policy and Research, and other teams across Homeless Link to communicate policy messages as part of high impact campaigns

ACCOUNTABILITY

The Policy Manager will be part of the Policy and Research team and will report to the Head of Policy and Research.

The Policy and Research team leads on developing our evidence-base in line with our strategic goals, and in support of ending homelessness. The Policy Manager will work closely with all members of the Policy and Research team and will also liaise regularly with other teams across the organisation.

LOCATION

This post can either be based in our London office or home-based with willingness to travel within the UK, and some overnight stays required.

RESPONSIBILITIES

POLICY DEVELOPMENT

- Develop and implement high impact policy influencing strategies to support the delivery of our strategic policy objectives
- Scope, develop and refine key policies on priority policy areas in line with Homeless Link's strategic goals and outcomes
- Consult and engage with Homeless Link members to develop policy positions driven by the experience and evidence of frontline services
- Develop and maintain a high level of expertise on key policy areas related to homelessness, with lead responsibility for specified thematic areas
- Analyse a wide range of relevant policy, research and other data and quickly reach conclusions, identify potential impacts and alternative solutions, and develop action plans in order for Homeless Link to effectively influence and bring about change.
- Proactively identify threats and opportunities to lead policy areas, enabling Homeless Link to predict and react to changes in the external environment.
- Conduct consultation and engagement activities with Homeless Link members, people with lived experience of homelessness and other key stakeholders to inform policy development.

COMMUNICATION AND INFLUENCING

- Establish and maintain effective communication and working relationships with Homeless Link members, policy makers in government, opinion formers and the homelessness, housing, health and social care sectors.
- To prepare succinct and influential reports, consultation responses, briefings, articles and web pages on policy issues for a range of audiences.
- To support the Head of Policy and Research with proactively identifying and building up relationships with key champions for homelessness within Parliament, in the House of Commons and the House of Lords.
- Alongside Head of Policy and Research, policy team and Campaign Manager to develop policy influencing campaign strategies and support the implementation of agreed campaigns

CONTRIBUTING TO THE BIGGER PICTURE

- To ensure Homeless Link members are informed of critical policy impacts and our analysis is widely disseminated.
- To work across Homeless Link's teams to ensure that our policy work complements and effectively supports the wider work of the organisation.
- To represent Homeless Link on external partnerships and at external events, including giving presentations.
- To develop and identify new initiatives and opportunities that stimulate new ways of thinking in relation to homelessness, the wider supported housing, health and social care sectors.
- To actively contribute to Homeless Link's role as the sector's knowledge centre on understanding implication of policy and as the gateway to the knowledge

and resources that contribute to the development of capacity and raising of standards.

- To support the delivery of Homeless Link's National Advisory Council to ensure it is an effective strategic forum for informing policy responses, initiatives and development.
- To assist with the delivery of a national policy forum bringing together key sector stakeholders to build collaborative and constructive relationships

GENERAL

- Roles and objectives in Homeless Link may change. All members of staff are expected to be prepared to work flexibly in response to changing business needs.
- All members of staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required by the Chief Executive
- All members of staff are required to operate in accordance with Homeless Link's values, policies and procedures.

Person specification

QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE

Essential

- Policy development skills and knowledge of how to make evidence-based and credible positions on complex and highly nuanced subject matter
- Knowledge of political and policymaking processes in the UK at national, regional and local levels
- Knowledge of the current policy context in relation to homelessness, social exclusion, or a related field

Desirable

- Knowledge and understanding of effective methods and approaches to public affairs and policy influencing
- Knowledge of parliamentary processes, sound political judgement, and ability to deliver high-impact, persuasive positions and secure parliamentary and wider support for them

EXPERIENCE AND TRACK RECORD

Essential

- Project management skills including experience planning and delivering policy influencing projects
- Excellent communication skills including the ability to write clearly, concisely and persuasively in a variety of formats for a variety of audiences and very good oral presentation skills.

- Strong analytical skills with proven ability to build data from various sources, analyse findings and present them clearly and accurately to make a clear and compelling case for policy and legislative change.
- Strong interpersonal skills to build and influence external networks, and deal effectively and persuasively with internal and external stakeholders.
- Confidence in working as part of a team, with experience of working collaboratively with colleagues to help ensure the successful delivery of projects
- Ability to work on own initiative with strong organisational and project management skills and demonstrable experience of delivering on competing priorities within a time-pressured environment.
- Experience of delivering stakeholder engagement events to inform policy and/or project development
- Experience of delivering external influencing events.
- Planning and managing a workload with conflicting demands to ensure deadlines are met and tasks are completed
- Being self-administering, including strong IT skills, and able to work independently without close supervision

GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK

Essential

- Willingness and ability to travel within England
- Willingness and ability to work outside normal office hours.
- Willingness and ability to operate in accordance with the values and policies of Homeless Link.
- Willingness and ability to work flexibly in response to changing organisational requirements.
- Commitment to bring into the work the views, needs and voices of people with direct experience of homelessness.

Desirable

- A sound understanding of the causes, consequences and solutions to homelessness based on direct experience.

Key Competencies

Summary of Core Competencies

Personal Contribution	Working with Others	Organisational Contribution
<p>Personal Effectiveness: Demonstrating effective working practices, striving to deliver high performance</p> <p>Effective Communication: Demonstrates ability to communicate concisely, accurately and persuasively verbally and in writing with a range of audiences</p>	<p>Teamwork: Working cooperatively, building and nurturing strong relationships within and outside the organisation.</p> <p>Stakeholder Focus: Identifying, understanding and striving to exceed the needs of all stakeholders.</p>	<p>Resource and Project Management: Achieving results through efficient and effective management of projects and resources.</p> <p>Entrepreneurial and Innovative Thinking: Generating and developing imaginative and innovative solutions and opportunities.</p>

Explanation of terms used

- **Role description:** gives details of the duties of the post. Use this as a guide to decide whether you think the job would suit you.
- **Person specification:** lists the criteria, which will be used to assess your application and covers the qualifications, specialist knowledge, experience, and track record that we are looking for.
- **Key competencies:** these are for your information. We will look for evidence of all these during the interview and testing stage if you are shortlisted.

2. Employee Benefits

Full-time Salary scales (35 hours per week):

£42,040 - £45,504 per annum if based in our London Head Office (minimum 2 days per week, must be worked in the office)

£37,712 - £40,819 per annum if home based

Pro rata for part time staff.

It is our policy to appoint at the first point of the scale.

3. How to apply

Sending in your application

Please provide your CV along with a covering letter explaining how you will meet the role requirements in the person specification with examples from your previous experience, by email to recruitment@homelesslink.org.uk.

It also helps us to monitor the effectiveness of our recruitment procedures if you complete the online [equal opportunities monitoring form](#)

The closing date is Sunday, 11th August, 11.59PM. Applications received after the published closing date will not be considered.

We plan to hold interviews on Tuesday, 20th August.

For any queries about the post, please email recruitment@homelesslink.org.uk

Supporting people with disabilities

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you require support, modifications, adjustments, or special equipment to assist you with the recruitment process. We will contact you to discuss your requirements further.

Supporting people with experience of homelessness

As part of Homeless Link's commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness.

[For more information about working at Homeless Link follow this link to our website](#)