

Samantha Clark

Learning Disability England

samantha.clark@LDEngland.org.uk

07823 536 603

**Policy Manager Application Pack**

Dear Applicant,

Thank you for downloading this job pack.

In this job pack there is:

**The Job Description**

This tells you what the Policy Manager will be doing.

**The Application Form**

There is a Word version of the application form at the end of this pack for you to fill in and return

All the information is to be returned to Learning Disability England by either by e mailing the completed form to bridget.pike@LDEngland.org.uk

We will only be short listing based on the information on the application form. Please do not send a CV but complete the application form.

We will need to have your application returned to us by 7am on **25th August**

We will be interviewing on 7th or 8th September

We will contact those people who are being offered an interview by 31st August. We will contact those who have not been successful too.

**About Us**

We are a small [staff team](https://www.learningdisabilityengland.org.uk/about/staff/) of currently 7 people mostly working part time. We are home based from the North East to the South East coast.

There are different lead roles in the team but being small we support each other and work with members and partners to achieve as much as can together.

You can find out more about Learning Disability England from our website: [www.learningdisabilityengland.org.uk](http://www.learningdisabilityengland.org.uk)

Being led by what is important to our members is central to how we work. The organisation exists to bring together people with different experiences, view points and backgrounds.

Diversity is important to us and we particularly welcome applications from people from Black, Asian or minority ethnic backgrounds as they are currently underrepresented in our organisation.

Please call me if you have any questions about applying for this role.

My number is at the top of the letter.

Kind Regards and Good Luck,

Samantha Clark

Chief Executive

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| **Job Description** |
| **Job Title:** | Policy Manager  |
| **Accountable to:** | Formally: The Chief ExecutiveInformally: Learning Disability England members, and wider stakeholders |
| **Responsible for:** | Volunteers or project staff  |
| **Hours:**  | Part Time – 18.75 hours a week  |
| **Base:** | Home based or office base as arranged |
| **Salary:** | £15,000 for this post (£30,000 FTE)  |
| **The role**This role leads on Learning Disability England’s policy and influencing work, developing the programme of policy work within the strategic objectives set by the Members’ Representative Body.You will make sure that our work towards a rights based good life for all people with learning disabilities is driven by people with learning disabilities’ priorities and inclusive of families, paid supporters and partners insights and contribution. Central to how we work are relationships, for this role that will be particularly important as you will work with people with learning disabilities and their families, autistic people, partners, members of Learning Disability England, statutory organisations and wider community members.  |
| **Main Duties*** 1. Developing and implementing a programme of policy work
* To lead and support high quality policy development. This involves oversight of and development of evidence-based policy positions on issues prioritised by Learning Disability England members.
* Lead on policy strategy and forming evidence by preparing briefings, collating insight from our members and partners
* Draft and present policy briefings, presentations for colleagues
* Develop positive relationships with others working in related policy areas in government, wider VCSE and Learning Disability England membership
* Support communication of the policy positions, campaigns or influencing developed with members (and wider networks) providing policy input often at pace and in collaboration with others.
* Work with partners and members to gather experiences and insight that inform Learning Disability England’s policy and influencing work
* Work with colleagues and partners on sharing solutions or positive examples
* 2 . Representing Learning Disability England and its members
* To support LDE member reps (and self-advocates in particular) to speak up on issues of concern or interest
* To represent LDE members in person at formal government or policy networks, meetings, or events
* To share what members have said and the actions in writing and in person at meetings with members and partners
* To develop and communicate LDE’s position & policy on emerging areas of concern – by meeting with members, preparing papers, films or social media including easy read information
* 3. Support Learning through projects
* Plan, promote, host, and ensure follow up events online or in person to support the policy, practice and influencing work of Learning Disability England members
* Manage projects Learning Disability England is leading on or the appropriate part of the project when working in partnership
* Research and analyse information to inform our work and wider understanding
* Support and manage volunteers or project staff for projects led by the Policy Manager

4. Work as part of the team* Contribute to team meetings and the development of organisational priorities and plans
* To ensure that any complaints made to the Policy Manager are resolved in line with LDE’s policy.
* Contribute to CRM and data management to inform governance or grant reporting
* Work effectively as a team including standing in for other team members and the CEO when needed

5. Working positively and safely* To develop relationships with wider stakeholders and Learning Disability England members, ensuring they are engaged as agreed with 2-way communication and sharing
* To share responsibility for the health and safety of everyone connected with LDE: staff, members, and members of the public, as specified by the Health and Safety at Work Act.
* To ensure everything LDE does is in line with the letter and spirit of LDE’s policies and procedures, including (but not limited to) Equalities and financial issues.
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| **Other issues*** The details contained in this job description, particularly the main duties, reflect the contents of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed.
* Consequently, the Board of Trustees of Learning Disability England will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.
* The nature of the job means that hours may need to be worked flexibly and this may include occasional weekend and evening work.
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| **Person Specification**This is a varied position and the experience and personal qualities required are key to the success of the organisation. Please read the criteria carefully and demonstrate in your application how you meet the requirements of the role.  |
| **Factor**  | **Essential requirements** |
| Personal attributes | * A passion for inclusion and a commitment to improving life with all community members and the values of Learning Disability England
* Positive attitude such as to develop successful working relationships within the organisation, with members and outside agencies.
* Comfortable working with people with a range of experiences and views, holding a space that works towards shared action
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| Knowledge and skills | * Ability to schedule work, prioritise and manage a demanding workload including meeting deadlines
* Ability to work on own initiative.
* Ability to encourage, develop and participate in team-working.
* Able to work with other or alone to identify solutions to problems.
* Good verbal, written communication and interpersonal skills.
* Able to use Microsoft Office packages and online meetings such as Teams or Zoom
* A track record of ability to work alongside people who face exclusion or challenges to make change happen
* Strong understanding of issues and current affairs as they relate to people with learning disabilities, their families and organisations that support them
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| Experience  | * Experience of developing policy or position papers and resources
* Proven experience of delivering training to different audiences
* Experience of presenting or delivering workshops at event
* Experience of managing projects, managing deadlines and delivery
* Experience of representing issues or organisations
* Experience of supporting and managing staff and volunteers
* Demonstrable experience of working in partnership with others to deliver projects or shared aims
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| Special requirements | * Due to the small nature of the team and the project-based work that is undertaken it is likely that the post will develop over time and will need to provide cover and support to colleagues.
* We anticipate that post pandemic there will need to be to attend meetings or events in person on a regular basis to work with partners, members or represent the organisation.
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| **Factor**  | **Desirable requirements** |
| Experience | * Experience of preparing easy read information in partnership with people with learning disabilities
* Experience of working with people with learning disabilities, their families and organisations that support them
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| Knowledge and skills | * A good understanding of the health and social care structures in England including funding, commissioning, provision, and regulation
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**General Terms and Conditions**

**Hours:** This is a part-time post 18.75 hours a week.

**Location:** This post is remote, working from home.

The post may involve working occasional weekends and evenings.  You will also be required to travel to events or meetings. This could mean travelling regionally or nationally in the UK.

The appointment will be subject to a six-month probationary period.

**Salary** is £15,000 (£30,000 a year pro rata) staff receive a tax-free work from home allowance.

**Pension:** There is a contributory personal pension.

**Holiday:** Entitlement is 27 days plus Statutory Holidays for full time

Learning Disability England will provide the equipment needed for the role – this will include a laptop and a mobile phone.

**Application Form**

Please indicate which job you are applying for, or if you are applying for both positions

□ Policy and Alliance Coordinator

□ Partnership Coordinator

□ Both

 Closing Date: **7am on 25th August 2022**

Proposed Interview Dates: 7th & 8th September 2022

When you have completed the form, please save it, and send it to Bridget at bridget.pike@ldengland.org.uk

You should receive a confirmation to the email address you have given.

If you have any questions or you have not received a confirmation, please contact Bridget on bridget.pike@ldengland.org.uk

If you have questions about the positions, or would like a conversation about the roles, please contact samantha.clark@ldengland.org.uk

**SECTION A**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role.

Please refer to the PERSON SPECIFICATION (included in the job pack) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.
Please do not exceed 800 words in your statement (this is approximately 2 pages of A4 at 12-point font)

**1 PERSONAL STATEMENT**(If you are applying for both jobs, we will accept one form for both, with a job specific personal statement for each. Please indicate clearly which personal statement is for which job) Feel free to copy and paste the additional personal statement section into your application form.

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**2 Why I want this job**

Please explain why you’re applying for this job and why you’d like to work with LDE in either position.
Please write in plain English. This means writing clearly, without using complicated language or jargon.

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**3 Education and Qualifications (Please add extra rows if needed)**

Please tell us about your education and qualifications.
We would like the date and place you studied, and any qualifications gained, including results

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| Establishment | Dates Attended | Qualifications Gained & Grade |
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**4 Employment History (Please add extra rows if needed)**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience.

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| --- | --- | --- | --- | --- |
| Dates Worked There | Employer / Company | Job Title | Main Duties | Reason for Leaving |
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**5 Training**

Please tell us about any training that you have undertaken that may be relevant to the role.
Please include the course title / topic, the duration of the training and the date the training was completed

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| Course Name / Topic | Date | Duration | Qualification Gained |
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SECTION B

**6 YOUR PERSONAL INFORMATION**

The information in this section will not be used in the shortlisting process. For interview relevant information will be sent to the recruiting manager. At no point will your equal opportunities information be disclosed.

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| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Date of birth |  |
| Email address |  |
| Phone number |  |
| Other names you have been known by |  |

**7 References**

Please give the name, address, email address and contact phone number of 2 people who will give you a reference.

One should be your current (or most recent) employer.

The other can be a character reference from someone who has known you for more than 3 years. This should not be a friend or member of your family.

Referee One

|  |  |
| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

Referee Two

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| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

8 Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

□ I confirm that I am entitled to live and work in the United Kingdom.

9 I understand that, to the best of my knowledge, all the information given by me on this application form is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

□ I understand

10 Please type in your name. Submitting your application is confirmation of the content.

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Data Protection Act – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

□ I agree

Please email your completed form/s to bridget.pike@ldengland.org.uk

Closing Date: **7am on 25th August 2022**

Once we have shortlisted the candidates, we will let all applicants know via email whether or not they have been successful in this stage of the application process.