

<b>Job title</b>	<b>Policy &amp; Insight Manager</b>
<b>Purpose</b>	To lead the 'Listen, Engage, Act' project (funded by the National Lottery Community Fund). The project will provide constructive advice, insight, and challenge on the topical issues facing the Voluntary, Community, and Social Enterprise sector in Buckinghamshire. The role will ensure that data and insight are freely provided to the many local partnerships supporting Bucks communities.
<b>Responsible to</b>	Chief Executive
<b>Salary</b>	Up to £31,050 per annum FTE
<b>Job type</b>	Full-time (37.5 hours per week)
<b>Contract</b>	Fixed-term for 3 years
<b>Location</b>	Aylesbury, Buckinghamshire. Travel around Buckinghamshire and occasionally outside the county
<b>Closing date</b>	20 <sup>th</sup> November 2022
<b>Interview Date</b>	23 <sup>rd</sup> & 24 <sup>th</sup> November 2022

<b>Responsibility Level (Guidance)</b>	Work with some intermittent supervision. Awareness and contribution to organisational budgets. Typically a people manager, with regular internal and external decision-making and influence. Will to contribute to strategic/organisational discussions (with support). Required to take a leading role in straightforward external interactions. Project and task span typically measured in weeks and months.
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## MAIN DUTIES

### Policy - General

- Working directly with the CEO to implement the lottery-funded project 'Listen, Engage, Act'. To include but not limited to:
  - To act as an advisor to the CEO and Chairman on local need in Bucks.
  - Compiling HoB internal data and information to ensure that our local policy and engagement is evidence-based.
  - Researching for (and advising) a range of stakeholders on local issues.
  - Able to quickly and succinctly summarise complex social problems and issues, and to ensure HoB is appropriately positioned on important, emergent, and evolving issues.



## Data & Insight

- Analysing available data and using it to produce compelling and comprehensive reports on local issues affecting Buckinghamshire.
- To lead HoB's involvement with the 'Bucks Data Exchange' and contribute effectively to the sustainability and effectiveness of this project.
- To capture and report on the KPIs associated with the lottery funding.

## Partnerships

- Develop effective working relationships with key staff at public, private and VCSE sector organisations, in particular influencing and advising key decision-makers.
- Attend local thematic forums, roundtable discussions, Community Boards, task and finish groups, and any other external meetings that will generate useful insights for the wider VCSE sector and to shape funding streams.
- To co-ordinate and grow the HoB 'Ambassador' scheme, including generating blogs, videos, and other media in collaboration with these subject-matter expert volunteers (with support).
- To work closely with national colleagues as part of the UKCF network, to share intelligence and best working practices regarding data, analysis, and insight.
- Organising/facilitating (with support) training, events, roundtables, symposiums, and other such meetings to further improve Buckinghamshire as a distinct 'place'.

## Media, performance, and research

- To capture and report on the KPIs associated with this lottery-funded project.
- To ensure HoB's internal systems are accurately updated.
- To conduct (with supervision) detailed research projects (for example, updating the 'Bucks Uncovered' report).
- To engage with local media as required, with the support of the HoB Development Team.

## Other duties (to include but not limited to):

- General administrative support as required by the HoB team to ensure that the charity operates smoothly.

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Relevant degree-level qualification, in particular social sciences, public policy, or research related disciplines.		X
<b>Knowledge</b>		
Understanding of grant-making practices and evaluation		X
Understanding and awareness of the concept of 'place-making'		X



Knowledge and experience of presenting using MS PowerPoint or similar presentation software.	X	
Knowledge and experience using of data analysis and presentation, including in MS Office (excel)	X	
Experience of using Salesforce (or similar CRM systems)		X
Knowledge of the voluntary/community sector in Bucks		X
Knowledge of the local public sector challenges and operating practices		X
Understanding of the need for confidentiality and discretion with sensitive information	X	
<b>Skills</b>		
Previous experience in a similar role		X
Data analysis, interpretation, and presentation		X
*Strong written and verbal communications skills* ( <i>this role will involve speaking in public, and writing extensively</i> )	X	
Excellent interpersonal skills, able to work with a variety of internal and external stakeholders	X	
Excellent organisational and administrative skills: The ability to manage multiple priorities, work well under pressure and meet deadlines	X	
<b>Personal attributes</b>		
Enthusiastic and enjoys a new challenge	X	
Outward-looking, open personality, capable of inspiring trust in people	X	
Self-motivated, flexible and responds positively to opportunities	X	
Commitment to work as part of a strong and dynamic team	X	
<b>Other</b>		
Access to independent travel	X	
Ability to work out of hours (time off in lieu)	X	

## Application process

Please e-mail your CV (*maximum 2 sides A4*) and a covering letter (*maximum 1 side A4*) to [henry@heartofbucks.org](mailto:henry@heartofbucks.org) outlining why you think you are suited to the position and explaining how you fulfil each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our ethos. We actively promote equality of opportunity and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.



Applicants with “unspent” convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us.

Whilst we would prefer a candidate who is able to work five days per week, we would consider other work patterns for the right candidate.

Closing date for applications is 20<sup>th</sup> November 2022. Interviews for short-listed candidates will take place on 23<sup>rd</sup> and 24<sup>th</sup> November 2022.

We reserve the right to withdraw this advert at any time if we receive a high volume of suitable applications.

