

Job title	Policy & Insight Manager
Purpose	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.
Responsible to	Head of Bucks Data Exchange
Salary	£28,600 to £33,746 per annum FTE
Job type	Full Time 37.5 hours per week
Contract	Fixed-term to December 2025 (c 21 months)
Location	Aylesbury, Buckinghamshire. Travel around Buckinghamshire and occasionally outside the county
Closing date	31 st March 2024
Interview Date	9 th or 11 th April 2024

Responsibility Level (Guidance)	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

- Researching for (and advising) a range of stakeholders on local issues.
- Quickly and succinctly summarise complex social problems and issues, and to ensure HoB is appropriately positioned on important, emergent, and evolving issues.
- Act as Advisor to the CEO, Trustee Board and others on local need in Bucks.
- Compiling HoB internal data and information to ensure that our local policy and engagement is evidence-based.
- Partnership working across the VCSE and public sector in Buckinghamshire



Data & Insight

- Identify and analyse available data and use them to produce compelling and comprehensive reports on local issues affecting Buckinghamshire (for example, our 'Bucks Uncovered' report series).
- Support HoB's involvement with the 'Bucks Data Exchange' and contribute effectively to the sustainability and effectiveness of this project.
- Capture, analyse 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.
- 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).
- 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' for example, our Vital Voices events.

Other duties:

You'll be part of the HoB team too, so you'll have some general management responsibilities and from time to time you'll be involved in other charity events and activities to ensure our office and services operate smoothly.

Person specification

	Essential	Desirable	Assessed by (A)pplication (I)nterview (T)est
Qualifications			
Relevant degree-level qualification, in particular social sciences, public policy, or research related disciplines.		X	A
Knowledge			
Understanding of grant-making practices and evaluation		X	A, I
Understanding and awareness of the concept of 'place-making'		X	A,I
Knowledge and experience of presenting using MS PowerPoint or similar presentation software.	X		A,I,T



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

Application process

Please e-mail your CV (*maximum 2 sides A4*) together with a covering letter to henry@heartofbucks.org. To help us to shortlist you for interview, your covering letter should set out how your knowledge, skills and experience match our Person Specification.

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 31st March 2024. Interviews for short-listed candidates will take place on 9th or 11th April 2024.

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

