


Senior Policy and Public Affairs Advisor

	Role Description
Role	Senior Policy and Public Affairs Advisor
Reporting to	Co-Lead of Just for Kids Law and Director of the Children's Rights Alliance for England
Organisation purpose	<p>Just for Kids Law exists to work with and for children and young people to hold those with power to account and fight for wider reform.</p> <p>We do this by providing trauma informed and anti-racist legal representation and advice, taking strategic litigation cases, undertaking policy influencing and equipping others to campaign for children's rights.</p>
Context	Using a child rights framework and evidence from the organisation's direct practice, Just for Kids Law undertakes influential lobbying work at a domestic and international level to ensure children's rights are fully respected, with a thematic policy focus on policing and youth justice.
Role purpose	<p>To undertake policy and influencing work relating to the strategic policy objectives of Just for Kids Law, which also hosts the Children's Rights Alliance for England. This will include public affairs work to ensure follow up and implementation of the UN Committee on the Rights of the Child's recent Concluding Observations on the UK and pushing for change to ensure children in contact with the police have their rights respected.</p> <p>The post holder will have significant experience of working on policy issues relating to children and young people's rights. They will have a good understanding of the policy making process, how to influence decision makers at both a national and local level and how to work with young people affected by the issues to campaign for change. The postholder will undertake a range of tasks including building relationships with key decision-makers and other stakeholders, producing policy briefings, responding to consultations, contributing to reports and representing the organisation in the media.</p> <p>They will be highly motivated and be expected to work with a high degree of autonomy. They postholder will also be able to work collaboratively with colleagues across the organisation and be comfortable with a fast-paced environment in which they will be expected to produce high-quality work at a consistent rate.</p>
Key accountabilities	Key activities/tasks

	<ul style="list-style-type: none"> • Undertake and manage policy research and analysis. • Develop policy positions, informed by children and young people's views and child rights standards, and to communicate these in order to influence the external policy environment and legislative change. • Produce policy papers, speeches, briefings, submissions, consultation responses and reports as required. • Analyse and influence key policy initiatives from central and local government in England and other public bodies and monitor their impact upon children and young people at both national and local levels, taking account of the perspective of children and young people. • Work collaboratively with colleagues from across the organisation drawing on their practice knowledge and casework evidence to develop policy analysis and policy positions. • Build effective relationships with relevant stakeholders and other voluntary sector organisations to work collaboratively to achieve policy change. • Represent JfKL at external events and meetings such as voluntary sector fora and meetings with Government officials and parliamentarians. • Assist with organising parliamentary events and roundtables as required. • Work closely with the Co-Lead and Communications Consultant supporting all relevant communications activity across digital and traditional media. • Undertake other duties or responsibilities as required and as commensurate with the post and in the context of working as part of a small organisation and busy team.
General responsibilities	<ul style="list-style-type: none"> • Attending and participating in internal meetings as required • Being a positive, cooperative, and constructive team member, upholding the values of JfKL • Complying with JfKL's monitoring and recording requirements • Representing and promoting the organisation's work positively • Carrying out all work with due regard to JfKL's policies and procedures, including safeguarding and staff safety • Promoting Equality and Diversity principles in all aspects of work
Other duties	<ul style="list-style-type: none"> • Carrying out any other duties which fall reasonably within this role.
Updating this role description <p>This is a description of the job as it is presently constituted. It is the practice of Just for Kids Law to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.</p>	



Person Specification

	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
Knowledge <ul style="list-style-type: none"> Knowledge of children's rights frameworks Knowledge of policy issues relating to children's rights and policing and youth justice Knowledge of policy making and legislative processes Knowledge of the children and young people's sector, issues and legislation affecting children and young people 	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p>
Experience <ul style="list-style-type: none"> Significant experience of successfully influencing public policy Significant experience of working in a policy or public affairs team in the voluntary sector or public sector Significant experience and evidence of working in partnership with other organisations at all levels to influence and deliver change for children and young people Experience of working with children and young people to achieve change 	<p>x</p> <p>x</p> <p>x</p>	<p>x</p>
Qualifications and training <ul style="list-style-type: none"> A degree or professional level qualification from a relevant discipline (e.g social policy, education, law, social services, health, play, youth work, youth justice) or equivalent experience 	<p>x</p>	
Skills and abilities <ul style="list-style-type: none"> Excellent writing and communication skills Accurate analytical skills using both data, statistics, evidence and intelligence to inform decision making Ability to collate, interpret and present information to a wider audience Strong policy influencing skills Ability to work collaboratively to build effective working relationships both internally and with a range of external stakeholders Ability to use own initiative, be a strong self-starter and take responsibility to get things done A high level of IT and analytical skills 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	

<ul style="list-style-type: none"> • Project management skills • Ability to build rapport and trust with children and young people • Ability to work flexibly and manage a range of tasks whilst meeting competing deadlines 	<p>x</p> <p>x</p>	<p>x</p>
Qualities <ul style="list-style-type: none"> • Respect for children and young people and a champion for their rights • Energetic, self-motivated and organised individual demonstrating interest in and commitment to the organisation's objectives • A commitment to supporting children and young people from diverse backgrounds to participate and campaign 	<p>x</p> <p>x</p> <p>x</p>	
Other requirements <ul style="list-style-type: none"> • A willingness to work occasional evenings and weekends. 	<p>x</p>	

November 2023