Head of Advocacy, Policy and Research - Job Description

Greater Manchester Poverty Action (GMPA) is a not-for-profit organisation that works to prevent and reduce poverty across Greater Manchester. We have developed extensive knowledge about poverty in the city region, identified a powerful network of stakeholders and organisations who share our values, aims and vision and we have influenced policy and practice in several ways since we were constituted in 2016.

Our vision is of a Greater Manchester free from poverty where all residents can realise their potential and access the benefits of living in a diverse and vibrant city region.

We seek to prevent and reduce poverty in Greater Manchester by supporting our network of stakeholders with the information and knowledge they need to address the underlying causes of poverty. We do this through relevant, current and impactful communications. We carry out research and develop policy responses to poverty and advocate for changes to policy and practice at a local and city region level. We contribute to national policy debates that directly contribute to measurable and sustainable reductions in poverty levels in Greater Manchester. We implement innovative practical responses to poverty by convening and networking stakeholders from across the public, private and voluntary, community and social enterprise (VCSE) sectors. We seek to embed the voices of people with lived experience of socio-economic disadvantage in the systems and decision-making structures of Greater Manchester.

There are three strands to our work: *Policy, research and advocacy, programmes and network support*.

Our new strategy commits us to delivering against three strategic priorities: *Boosting household income and financial resilience, ensuring stakeholders in GM embed a strong strategic approach to tackling poverty and embedding the voices of people with lived experience in the decision-making structures and systems of GM.*

We are seeking a Head of Advocacy, Policy and Research to help drive forward our influencing work. We want Greater Manchester to be at the forefront of efforts to prevent and reduce poverty. In this new position, the successful applicant will play a central role in enabling that to happen.

Title: Head of Advocacy, Policy and Research

Location: Combination of home working and working from our office at St Thomas Centre, Ardwick Green N, Manchester M12 6FZ with a minimum expectation of 2 days a week spent working from the office.

Contract: 5 days a week (35 hours). Permanent.

Probationary period: 6 months.

Employer: Greater Manchester Poverty Action Limited.

Purpose: To work with the CEO and Policy Officer to lead on the delivery of GMPA's policy, research and advocacy work.

Salary range: £36,000 to £41,000 pro rata, depending on experience.

Paid annual leave entitlement: 25 days pro-rata (excluding bank holidays)

Line management responsibilities: Management of the Policy Officer and Greater Manchester Living Wage Campaign Coordinator.

Managed by: Chief Executive Officer.

Key responsibilities

- Play a central role in delivering against GMPA's aims and objectives, contributing to achieving our vision of a city region free from poverty.
- Oversee, working with the CEO, GMPA's national policy, research and advocacy activities.
- Plan and deliver GMPA's city region and borough level policy and research outputs, working with the CEO and Policy Officer and other members of the team as appropriate.
- Line manage a small but growing policy, advocacy and research team, including management of GMPA's Policy Officer and Greater Manchester Living Wage Campaign Coordinator.
- Work with the CEO to support the development and delivery of organisational strategy, contributing to the growth of the organisation.
- Coordinate and deliver GMPA's approach to advocacy at a city region and borough level, supporting us to realise our three-year strategic priorities. This will include maintaining oversight of how GMPA's policy, advocacy and research work is contributing to achieving our strategic objectives.
- Represent GMPA in key forums and meetings with stakeholder, influencing policy and practice in line with our policy asks and strategic priorities.
- Provide strong leadership to direct line reports, and within the organisation more broadly.
- Manage GMPA's advocacy activities, joining up advocacy asks from across all aspects of our work.
- Develop a fundable pipeline of policy and research outputs, and work with the CEO and Fundraising Officer to secure funding for those activities.
- Contribute to GMPA's communications outputs.
- Act in compliance with our policies and processes at all times, ensuring our data is stored and managed in line with GDPR
- Be a key and responsible member of GMPA's team, including GMPA's Senior Management Team.
- Support other aspects of GMPA's work as appropriate.

Person specification

Essential:

- Minimum 2 years' experience of working in a policy, advocacy or research role.
- Experience of playing a leadership role within an organisation, with the ability to motivate others.

- Politically aware, with a good understanding of the governance structures and politics of Greater Manchester, sensitive to political tensions and the importance of building and maintaining strong relationships across the VCSE, public and private sectors.
- Knowledge of policy relating to poverty, specifically the social security system and strategic responses to poverty.
- Experience of identifying policy challenges and opportunities for achieving advocacy successes, with the ability to oversee policy and research outputs, working to a clear plan.
- The ability to maintain oversight of a range of competing priorities.
- Experience of developing and delivering high quality policy and research projects in support of advocacy objectives, using a range of tactics.
- Excellent written and verbal communication skills, with the ability to condense complex information for policy briefings, newsletter articles, web copy and other outputs.
- Good interpersonal skills, with the ability to develop and maintain effective relationships with internal and external stakeholders.
- Strong campaigning, systems change, and networking skills, with the ability to bring different people together for joint activities and experience of contributing to successful lobbying for change in public policy.
- A good understanding of poverty, its causes and consequences, in Greater Manchester and the UK as a whole.
- The ability to work independently, with strong time management, organisational and planning skills.
- Excellent IT skills – Outlook, Word, Excel.
- The ability to work, with supervision, as part of a small team and a willingness to work flexibly and outside of normal working hours as required.
- A commitment to the values of GMPA.

Desirable:

- Strong analytical skills, with experience of using a range of qualitative and quantitative research methods to provide robust evidence in support of policy and advocacy priorities.
- Line management experience.
- Experience of poverty in your personal and/or professional life.

How to apply:

To apply, please send a two-page CV and covering letter (of no more than four pages) to chris@gmpovertyaction.org by 5pm on Thursday 16th December, 2021. **Please note: Your covering letter must address how you meet the items set out in the person specification. Applications that fail to do this will not be considered.**

For an informal conversation about the role please contact GMPA CEO, Graham Whitham.

As part of our commitment to diversity, we welcome applications from people with lived experience of poverty and people from backgrounds at greater risk of poverty and discrimination.