

Senior Policy and Research Advisor - Job Description

Greater Manchester Poverty Action (GMPA) is a not-for-profit organisation that works to prevent and reduce poverty across Greater Manchester.

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 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:

- 1) Boosting household income and financial resilience*
- 2) Ensuring stakeholders in GM embed a strong strategic approach to tackling poverty and*
- 3) Embedding the voices of people with lived experience in the decision-making structures and systems of GM.*

We are seeking a Senior Policy and Research Advisor to help drive forward our policy and research work, supporting us to achieve even greater impact. 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: Senior Policy and Research Advisor

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: £37,000 to £41,500 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.
- 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.
- Deliver high quality policy and research outputs.
- Oversee, working with the CEO, GMPA's national policy, research and advocacy activities.
- 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 play a central role alongside the CEO and Head of Programmes as part of GMPA's Senior Leadership Team.
- 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 as appropriate.
- 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 Leadership 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 a team, with the ability to motivate others.
- Strong research and analytical skills, with the ability to interpret both qualitative and quantitative data.
- Strong policy skills, with the ability to produce high quality written policy reports and briefing and the ability to support other members of the team to deliver these outputs to a high standard. This should include the ability to condense complex information for policy briefings, newsletter articles, web copy and other outputs.
- Knowledge of policy relating to poverty, specifically the social security system and strategic responses to poverty and the causes and consequences of poverty in Greater Manchester and the UK as a whole.

- 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 and maintain oversight of a range of competing priorities.
- Good interpersonal skills, with the ability to develop and maintain effective relationships with internal and external stakeholders.
- Excellent IT skills – Outlook, Word, Excel.
- The ability to work, with supervision, independently and 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:

- Politically aware, with a good understanding of the governance structures and politics of Greater Manchester.
- 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 three pages) to chris@gmpovertyaction.org by 5pm on Tuesday 25th October. **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 Graham Whitham [hyperlink email address].

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