

Policy and Public Affairs Officer

Grade: E1

Salary range: £29149-£30219

Type: Permanent

Hour of work: 40 hours per week (1.0 FTE)

Place of work: London. Hybrid

Reporting to: Head of Policy

Role purpose

The policy team in the Centre for Young Lives advocates for and develops public policy to improve the experiences and life chances of children, young people, and their families across the country. Its work involves policy research, public affairs, and policy influencing.

The policy and public affairs officer will support the Centre for Young Lives' team with a wide range of tasks, including organising high-profile events, coordinating evidence sessions and meetings for a landmark new Commission, conducting desk-based research, drafting briefings and web copy, drafting and following up on correspondence, and other support. You will also help the team to keep track of activity in Parliament and manage our stakeholder engagement systems. You will work with our team to organise a suite of successful policy events for stakeholders at all levels, including Ministers, Parliamentarians, civil servants and officials, practitioners, and children and young people themselves.

You must be able to anticipate and to plan for conflicting priorities and to schedule your work accordingly.

This role will:

- Contribute to the Centre's policy, research, and campaigning work and support the dissemination of policy and public affairs activities.
- Carry out research and policy analysis.
- Support the co-ordination of the Policy and Public Affairs team's activity.

Key responsibilities

1. Contribute to the monitoring and analysis of public data and policy developments, assessing opportunities and the possible impact on children, young people, and their families. Undertake desk-based research and analysis to support the work of the team.
2. Participate in the development and delivery of the Centre's campaigns by assisting in the development of materials, events organisation, and liaising with external supporters.
3. Support in arranging meetings, evidence sessions, roundtables and other activities to ensure the smooth running of a new Commission hosted by the Centre for Young Lives.
4. Participate in the development of research and be responsible for ensuring that entry and evaluation of data relating to policy and research e.g., questionnaires, evaluation forms, etc. is regularly entered and updated in database and manual files.

5. Support in research activity such as focus groups and interviews, including producing notes and supporting with the facilitation of groups.
6. Proactively monitor Parliamentary and other external activity and identify opportunities to influence.
7. Support the co-ordination of the Policy team and work with the team to draft briefings, summaries, papers, presentations, and other copy for internal and external audiences. taking notes of any meeting as relevant.
8. Develop and maintain contact management databases with key stakeholders and support the Director of Operations to secure and prepare for the team's external meetings. Work on specific projects relating to Centre's business plan, including funded projects, funded relationships, planning and delivering core elements of work.
9. Co-ordinate and administer the organisation of public affairs events including policy and parliamentary events and party conference activity. Including curating engaging event agenda, organising papers, managing invite lists, liaising with venues, arranging online facilities, and following up with attendees.
10. Provide regular content for Centre's social media channels and newsletters on relevant areas of work.
11. To reasonably undertake any other duties as required by your line manager that are commensurate with the level of the post.

Essential criteria

1. Demonstrable experience successfully organising events including roundtables and receptions.
2. A campaigning approach with some experience of public affairs, policy, or campaigns work.
3. Demonstrable experience in desk-based research and analysing policy documents.
4. Proven administrative skills, including experience organising meetings, managing diaries and emails, managing filing systems, booking accommodation, taking minutes.
5. A self-starter, with a strong ability to work independently without close supervision, prioritise your workload, and overcome obstacles or identify risks to keep to project plans.
6. A team player with a flexible approach and an ability to contribute to a small, fast-paced team.
7. Good standard of written English, and demonstrable oral communication skills.
8. A good standard of IT skills, with good knowledge of Microsoft packages.
9. An understanding of the policy landscape around children, young people and families, and an interest in influencing and shaping policies for children.

Desirable criteria

1. Knowledge of local, UK Government structures, and UK Parliament and experience of influencing them.
2. Experience of producing written copy, such as newsletters, briefings, and reports.
3. Experience and understanding of social media.

4. Strong IT skills including excellent knowledge of and experience with spreadsheets, ability to process and extract data.

Dec 2025