

# Job Description



**Job title:** Policy Adviser

**Reports to:** Director of Policy and Practice

**Salary Range:** £38,556 to £42,840

**Location:** London

## About the Early Intervention Foundation

The Early Intervention Foundation (EIF) is a young, dynamic and ambitious charity established in 2013 to champion and support the use of effective early intervention to improve the lives of children and young people at risk of experiencing negative outcomes.

As a member of the government's What Works Network, EIF plays a vital role in synthesizing the evidence on effective early intervention for children and young people. In all of our work we keep a keen eye on identifying the implications for both national and local policy and practice. Our work extends across a range of social policy and service areas, including health, education, families and policing.

This is an exciting opportunity for a motivated policy professional to be part of an organisation which aims to make a real difference to children's lives.

## About the role

We are seeking a proactive and experienced policy specialist. The successful candidate will take a lead role in developing and planning EIF's policy activity, engaging political and policy audiences in our work.

The role will involve monitoring key political and policy developments, publications and activity in the field of early intervention and ensuring people in the organisation are sighted on relevant developments. We are looking for someone who is creative and entrepreneurial and is able to quickly spot opportunities for EIF to have influence. With excellent verbal and written communication skills, the successful candidate will also take the lead on producing policy briefings and other outputs which set out the implications of our evidence for key areas of policy and local delivery.

Working with the Director of Policy and Practice and our Senior Advisers, the policy adviser will also play a role in our work to refresh the case for early intervention. This will involve working to develop new narratives about the moral, social and economic

case for early intervention and identifying and helping engage, new champions and advocates for this agenda. The successful candidate will be able to develop highly effective messages that can engage the wide range of EIF audiences.

The role requires creativity, an open and outward-facing perspective, and a keen understanding of current national and local policy relevant to early intervention and children and the various sector bodies, charities and public agencies with whom our work needs to resonate.

## **Responsibilities**

- To create policy focused content and to build meaningful relationships and design strategies that engage policy and political audiences in our work
- To monitor external, political/policy developments, debates, publications and events relevant to early intervention and briefing CEO/SMT/Head of Comms & wider team as needed
- Working closely with the evidence team and policy and practice colleagues to hone key messages messages and recommendations from EIF evidence so they resonate with policy, political and practice audiences.
- Translating this evidence and identifying the 'so what' messages for policy and delivery and ensuring clear messages are delivered in accessible formats which can influence policy, funding and delivery decisions.
- Producing and supporting written outputs such as policy briefings which set out the implications of our evidence for key areas of policy and local delivery, co-ordinating submissions to select committee enquiries, consultations, drafting blog posts and developing presentations
- Producing evidence-based narratives on the moral, social and economic case for early intervention
- Building relationships with key stakeholders and collaborators

## **Person specification**

### ***Knowledge, Skills and Attributes***

#### **Essential**

- Knowledge of key national political and policy context relating to children, families and early intervention
- Experience of related policy work in national or local government, think tanks, the voluntary and community sector, health, schools or policing.
- Experienced at translating complex evidence, ability to identify and extract clear messages from detailed source reports
- Excellent verbal and written communication skills and an ability to develop highly effective messages that resonate with key audiences. Ability to draft concise, well-structured and engaging reports, narratives and slide decks with a strong policy design and delivery focus
- Excellent professional judgment and risk-awareness.
- Excellent interpersonal skills required to work with colleagues across an organisation, with a collaborative approach.
- Excellent organisational, administrative and time-management skills, with the ability to work to tight deadlines and assess competing priorities.
- Educated to degree level or above with equivalent professional qualifications or experience.

#### **Desirable**

- Research and analytical skills
- Knowledge of the parliamentary system