Research & Policy Officer (VS6)
Currently, fixed term to 30th November 2020

JOB DESCRIPTION
35 Hours per week (1 FTE), 25 days holiday per year (pro rata)
Salary: £27,539 pa; 7% Employer Pension Contribution
Application Deadline: Noon, 24th July 2020
Interview: Will be remote. 29th July 2020.

Main Purpose

To gather evidence, draft and collate business cases, briefing papers, and support the voluntary, community, faith and social enterprise (VCFSE) sector to influence and drive change in the City Region.

The postholder will work closely with the VS6 Partnership¹ and sector representatives. Key sector representatives you will work with, include:

a. Ellen Loudon, Liverpool City Region Combined Authority Advisor on VCFSE Sector and Chair of VS6.

b. Angela White, sector’s representative on the Local Enterprise Partnership and Chief Executive of Sefton CVS.

Reporting Responsibility

The post holder will report to and be managed by the Chief Executive of VSNW, on behalf of VS6.

Principal Duties

1. Draft short summary evidence papers.
2. Collate and gather evidence in support of VCFSE business case.
3. Gather case studies as appropriate.
4. Draft powerpoints for sector leaders.
5. Contribute to VS6’s broader policy and research work.

¹ VS6 is the partnership of VCFSE infrastructure organisations operating in the Liverpool City Region.
General

1. To promote and uphold the values of VS6 at all times
2. To continuously develop and share knowledge within the VS6 Partnership and the VSNW team.
3. At all times to take account of equal opportunities considerations when working with the VCFSE sector; paying particular attention to the needs and perspectives of groups and communities who are marginalised or excluded from participation in LCR governance.
4. To produce reports for the VS6 Partnership and VSNW Board of Trustees as required.
5. To observe all policies and procedures that are determined by VSNW’s Board of Trustees, e.g. Health & Safety, New Technology.
6. To undertake regular supervision with your line manager and to keep her or him informed of significant developments in the progress of work.
7. To undertake such tasks as may be reasonably requested by the Chief Executive of VSNW to further the objects of the organisation and the VS6 Partnership in alignment with its values

Warren Escadale
June 2020
Research & Policy Officer

PERSON SPECIFICATION

Experience

• *Experience of policy and development work
• *Strong research background
• *Drafting business cases (to influence economists/economic leads)
• *Experience of consulting with and reporting to a wide range of stakeholders, especially VCFSE leaders
• *Drafting material to tight deadlines and a high quality
• *Experience of partnership working between VCFSE and statutory agencies
• *In depth experience and understanding of VCFSE sector. Preferably the sector in Liverpool City Region.
• Experience and understanding of VCFSE infrastructure organisations

Skills, knowledge and abilities

• *Degree/Postgrad Qualification in a relevant degree or equivalent experience
• *Knowledge of key policy issues and challenges for the sector, locally, regionally and nationally.
• *Strong organisational, information interpretation and report writing skills
• *Excellent interpersonal communication skills including both informal and formal presentations
• *Ability to be self-servicing with good IT and monitoring skills

Other requirements

• *Commitment to work that empowers participants and communities.
• *Commitment to working collaboratively with VSNW team members and partners
• Willingness to travel widely across the North West region (post-pandemic)
• *Ability to effectively work from home
• *Adherence to VSNW’s Equal Opportunities Policy.

* Essential criteria