

Job Title	Head of Education and Skills
Location	Borough, London (currently remote working)
Salary	£32,528 - £40,895 (depending on experience)
Hours	Full-time, flexible
Contract type	Permanent, with a 6-month probationary period
Job overview	<p>We are looking for an experienced, enthusiastic and ambitious Head of department to lead our Education and Skills Team which focuses on skills and post-16 education, including Further Education, Skills and Higher Education policy, and the sector's broad policy context. Reporting to the CEO, the Head of Education and Skills will manage the small team overseeing the All-Party Parliamentary Group for Skills, Careers and Employment, Skills Commission and Higher Education Commission. The Head will provide leadership and drive to deliver the team's vision; a skills and post-16 education system which reduces skills gaps, mitigates inequalities and works for everyone.</p>
About us	<p>Policy Connect is a not-for-profit think tank and social enterprise. We receive financial support from a wide range of organisations including charities, NGOs, education and learning institutions, and small, medium and large corporate businesses. All of these organisations believe that cross party discourse between Parliamentarians, Government, business and academia is desirable for developing considered, evidence-based policy that helps improve citizens' lives.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are Disability Confident accredited, a London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.</p> <p>Our work focuses on key policy areas including: health and accessibility; education & skills; industry, technology & innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work.</p> <p>Our mission is to lead the development of new policy ideas through evidence and collaboration.</p>
Benefits of working for us	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people's lives for the better.</p> <p>As Head of Education and Skills you will be able to have great degree of influence on the shape of our policy field and work in developing the team further.</p> <p>Benefits include:</p> <ol style="list-style-type: none"> 1. Paid leave for volunteering (up to 4 days per annum) 2. Pension contributions of 6% (exceeding the statutory minimum for employers) 3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications 4. Interest-free loans for transport and tech 5. Cycle-to-work scheme 6. Flexible working arrangements 7. Employee Assistance Programme

How to apply

Please read the job description and candidate specification below, and submit **your CV of no more than two A4 pages**, a **covering letter of no more than two A4 pages** and **completed equal opportunities monitoring form** via the Policy Connect application portal at <https://apply.talentvine.co.uk/vacancy/preview?id=52052>. If you wish to discuss the position please contact claudia.jaksch@policyconnect.org.uk to arrange a call.

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role. We are a disability confident and equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender.

Closing date: 1 September

Likely interview date: During the week commencing 13 September 2021

Start date: as soon as possible

<p>The role</p>	<p>This is an exciting position working on shaping public policy in Parliament and government. The role offers an opportunity to build influential networks, design and deliver a high quality programme of events, and oversee the team to scope and deliver research projects.</p> <p>You will interact regularly with Parliamentarians, All-Party Parliamentary Group members and funders, and key stakeholders across the Further Education, Skills and Higher Education sectors. This will include education and training providers, awarding organisations, strategic sector bodies, employers, and charities. You will be required to keep abreast of political and policy developments, and to produce a range of events, policy briefings, media pieces and evidence submissions to parliamentary and government consultations.</p> <p>Your role comes with autonomy to develop new ideas and areas for policy development. You will also work across Policy Connect on cross-cutting themes in support of our work, for example examining the Department for Education’s annual employer skills survey alongside colleagues from a sectoral (manufacturing, sustainability) perspective.</p>
<p>Main duties</p>	<p>Research, events, and strategy</p> <ul style="list-style-type: none"> • Undertake delivery of meeting and event programmes, and oversee the development and delivery of meeting and event programmes across Education and Skills. • Lead the development of strategies for research into specific the policy area and oversee research projects and programmes delivered by line reports. • Ensure a strong strategic working relationship across all Policy Connect groups and forums, facilitating events and projects. • Work flexibly with colleagues across Policy Connect as needed. <p>Communication</p> <ul style="list-style-type: none"> • Provide policy and political advice to parliamentarians and policymakers, regular communications with All-Party Parliamentary Group officers and their staff regarding sectoral developments, policymaking and the event programme. • Regular (quarterly) meetings and (monthly) liaison with key stakeholders including Policy Connect members and sponsors, including developing the event programme and overseeing the newsletter. • Represent Policy Connect at external events, providing thought leadership on sectoral and societal challenges. • Work in partnership with the Communications Manager to develop media campaigns and increase our press and social media reach <p>Finance</p> <ul style="list-style-type: none"> • Secure new members and sponsors for the All-Party Parliamentary Group, policy research projects, parliamentary inquiries and events.

	<ul style="list-style-type: none"> • Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive Officer. • In conjunction with the Head of Finance, provide quarterly reports for the Chief Executive Officer. • Ensure that projects are managed to time and budget. • Assist the Head of Finance to ensure that invoices are raised and paid promptly. <p>Head Office & Senior Management</p> <ul style="list-style-type: none"> • Sit on the Senior Management Team alongside other Heads of department, the CEO and Business Advisor, to coordinate organisation strategy, resources and operations. • Line management and leadership of up to two direct reports, including setting objectives and providing leadership on research programmes and inquiries. • Follow Policy Connect and legal requirements. <p>General Responsibilities</p> <ul style="list-style-type: none"> • Actively seek out opportunities which promote the interests of the wider organisation. • Take an interest and participate in cross company activity which may include but not be limited to project teams, new initiatives or central administrative support, leading where appropriate. • Be responsible for own and team’s personal and professional development.
<p>Person requirements</p>	<p>Essential Knowledge & Qualifications</p> <ul style="list-style-type: none"> • Deep and demonstrable knowledge of the skills and post-16 education sector. • Current working knowledge of public policy and policy making <p>Experience</p> <ul style="list-style-type: none"> • Line Management experience. • Project and programme management experience • Production of high quality written briefings and/or reports for stakeholders, for example senior level parliamentary and government figures. • Presentation of ideas to influence senior level stakeholders. <p>Skills & Abilities</p> <ul style="list-style-type: none"> • The ability to provide effective leadership and direction of a small but capable team. • Excellent organisational skills – able to plan, manage and deliver a complex range of services including events and communications, prioritising and delegating to team as required. • Able to build rapport and establish, develop and maintain strong and successful relationships with a range of senior stakeholders including Parliamentarians and Peers, business leaders, policymakers and other stakeholders. • Experience of stakeholder relationship management • Proven written and verbal skills, including public speaking and presentations. • Able to self-motivate, working on own initiative and as a member of a team. • Able to work under pressure with a demanding workload, to successfully deliver results within established timescales and budgets.

	<ul style="list-style-type: none">• Excellent IT skills, including proficiency in the use of MS Outlook, Word and Excel. <p><u>Personal Qualities</u></p> <ul style="list-style-type: none">• A commitment to the aims, purpose and vision of Policy Connect.• High level of self-awareness, with a commitment to personal and professional development of yourself and those around you• Willing and able to work collaboratively with others in the organisation and beyond. <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of Parliament• Understanding of the intersection of business and policymaking• Strategic and day to day financial management• Contributing to business and strategic planning• Ability to work at a strategic level, as well as an operational level as a member of a small team
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