



JOB DESCRIPTION

Job Title: Policy Manager – CSA Centre

Department: Centre of expertise on child sexual abuse (CSA Centre)

Section: Children's Services

Reports to: Assistant Director – Communications - CSA Centre

Line Manager and Budgetary Responsibilities:

Direct reports: None

Indirect reports: None

Budget managed: None

Context:

This is a role within the independent Centre of expertise on child sexual abuse (CSA Centre) for England and Wales, funded primarily by the Home Office and hosted by Barnardo's. The CSA Centre aims to inform and improve policy and practice at local and national levels by identifying, generating and sharing high quality evidence on what works to prevent and tackle child sexual abuse.

Key working relationships:

Internal: Members of CSA Centre Communications team, CSA Centre Senior Management Team, CSA Centre Research and Evaluation team, Practice Improvement team and Business Support team. Barnardo's media and policy teams.

External: Government officials in relevant departments. Policy staff in other organisations

Job Purpose:

The Policy Manager will support the CSA Centre's Senior Management Team in the development and delivery of policy influencing activities across the CSA Centre's programme of work to reduce the impact of child sexual abuse through improved prevention and better response.

Key Responsibilities:

- Work closely with the Senior Management Team in developing policy positions and corresponding engagement and influencing strategies.



- Proactively monitor and summarise policy developments related to child sexual abuse, and support the Senior Management Team in horizon scanning for potential future influencing opportunities
- To keep up to date with current trends, relevant legislation and policy and anticipate their impact on the CSA Centre's work and local and national policy making.
- To develop strategic approaches to policy influence in order to drive sustainable changes to practice, working closely with the CSA Centre's team of Research and Evaluation Officers and Practice Improvement Advisers (PIAs)
- Lead the implementation and monitoring of policy influencing plans and activity for the CSA Centre.
- To develop strong working relationships with policy stakeholders at the highest levels (Ministers and other politicians; senior civil servants; senior national, regional and local strategic leads representing local authorities, police forces, health agencies, voluntary organisations, and representatives from professional bodies), including responding to and providing challenge when necessary.

Key Activities:

- Undertake policy monitoring and horizon scanning in relation to child sexual abuse, and keep the team informed of relevant developments.
- Join or, where necessary, develop and lead coalitions and networks with other prominent organisations to amplify the CSA Centre's voice and influence on key policy issues.
- Manage input from across the wider CSA Centre team in developing policy positions on core areas of business, translating and distilling complex / technical feedback into concise and accessible policy lines / briefings.
- To oversee and manage cross organisational projects to improve policy, practice and response to child sexual abuse.
- To represent the CSA Centre at seminars, conferences and other events and sit on external coalitions or on key senior stakeholder groups convened by the Government or others.
- To liaise regularly with Barnardo's Policy leads, including developing agreed ways of cross-organisational working.
- To draft and oversee the production of policy documents for internal and external audiences including briefings, speeches, reports and consultation responses.
- Actively monitor for government or other consultation papers relevant to child sexual abuse, collate and draft CSA Centre feedback to these consultations, and develop a co-ordinated response.
- To deputise for the Assistant Director, Communications, and the CSA Centre Director where necessary, including in discussions with senior civil servants and government Ministers.
- Support the CSA Centre's response to requests for policy support from government departments and other external stakeholders.
- Contribute to and attend team meetings, planning days etc.
- Complete other tasks and assume other duties as required to fulfil the purpose of the role.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder



may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Pre-employment checks will be required for the role.



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

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Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Educated to degree level or equivalent qualification or experience
- Strong English and written communication skills
- In-depth knowledge of children's policy or related area such as domestic abuse or adult safeguarding
- A strong understanding of the workings of Government and the policy making process and how to engage them effectively.
- Understanding of the aims and objectives of the Centre of expertise on child sexual abuse
- Knowledge of child protection policy and safeguarding practice is desirable but not essential (D)
- Understanding of devolution and the Welsh Government (D)

Experience

- At least two years' experience in a policy role – in the UK Government, Westminster Parliament, or in-house at a charity, business or agency.
- Demonstrable experience of influencing UK legislation and policy, deploying evidence-based policy development.
- Experience/evidence of strong writing skills for a variety of audiences and the ability to undertake desk-based research to prepare briefings and summaries on policy issues
- Experience of supporting a team to deliver organisation objectives
- Experience of managing and prioritising workloads independently
- Expertise on children's issues, especially those children and young people who are most vulnerable (D).
- Experience of working with sensitive and/or traumatic material (while the role will not involve any direct exposure to child sexual abuse case material or details of specific cases, the broader topics around child sexual abuse covered in CSA Centre projects could be potentially upsetting)
- Experience of working in the field of child sexual abuse will be viewed favourably but is not essential for this role (D)

Skills/Abilities

- Strong oral and written communications skills
- Familiarity with a range of IT systems and competent with website and online media tools
- Able to translate complex subject matter into accessible briefings at pace.



- Ability to review and distil key information from large documents / a range of content
- Ability to handle complex and sensitive information and situations with care and tact
- Excellent organisation skills - organising meetings, events, deliverables
- Able to work across various organisations and personalities – to build relationships and promote the CSA Centre
- Ability to anticipate stakeholders' perspectives and positions and actively making recommendations or taking actions to maximise opportunities and minimise risks.
- Ability to represent an organisation with stakeholders at the highest level, including by providing diplomatic and constructive challenge when necessary.
- Ability to work in a self-sufficient way, including sound judgement on what issues to take action on personally and which to escalate.
- Able to work independently and as part of a remote team
- Proactively manages workload, meets deadlines and deals with conflicting priorities

Circumstances

- You may be required to attend various events, conferences, practice, training or team sessions and as such you will need to be able to travel across England and Wales and to stay away from home on occasion.

Competencies

You must be able to demonstrate your experience of and ability to work to the competencies below:

Team Working: Working collaboratively and sharing information within and across Barnardo's to contribute to the effective delivery of Barnardo's services. Building and maintaining good working relationships with colleagues to foster team spirit, commitment, and the achievement of shared goals.

Communications Channels: Enthusiasm for new opportunities presented across current and emerging social channels and media. A good knowledge of monitoring tools is also advantageous. The ability to keep up with the adoption of digital tools and behaviours from publishers and journalists as well as the public.

Impact and Influence: Demonstrating the ability to achieve individual and organisational objectives and targets through the use of effective negotiating and influencing techniques. Intent to persuade, convince and influence others in internal or external environments in order to get support for Barnardo's desired agenda. External environments may include media, politicians, local authorities, corporate clients and professional bodies.



Professional/Business Initiative: While always referring to The CSA Centre SMT, showing the independence and self-reliance to explore new avenues and approaches in response to, or anticipating the needs of situations without being asked. Thinking ahead of the present to act on future needs and opportunities.

Concern for Accuracy: Acting to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following standard procedures and ways of working

Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

Leadership and Management Behaviours

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking

To be completed by the People Team / Pay and Reward Team

Job Title	Policy Manager – CSA Centre
Grade	C
Job Family	Enabling Services
Job Type	Manager/Senior Professional
Compensation Region	Rest of UK