



**We are recruiting a part time Senior Policy Officer – Employment Rights
£32,000 pro rata**

Maternity Action is the UK's leading charity committed to ending inequality and improving the health and well-being of pregnant women, their partners and young children.

We are seeking an experienced policy professional to lead on our work on employment rights, which focuses on maternity discrimination, precarious work, health and safety, maternity and parental leave and pay, and flexible working. The role will involve policy analysis; preparing reports, briefings and responses to policy consultations; primary research; representing the organisation in meetings and networks; and recruiting and supporting individual women to take an active role in policy and campaigning.

We are looking for someone with excellent policy analysis skills; strong research skills, including primary research; experience in preparing reports, briefings, responses to Government consultations and policy submissions; and ability to support individual women to take part in campaigning, including dealing with sensitive health issues. Knowledge of employment policy is essential, and knowledge of maternity discrimination, gender equality and/or precarious work is desirable.

The role will be part of our small team based in Old Street, London. The post is for 21 hours a week. We are happy to consider flexible working arrangements during normal business hours, including home working. There will be regular meetings in London and occasional travel outside London.

Please send us an application outlining how you meet the selection criteria and your CV. Applications close 12 February 2019. Interviews will be held 1 March 2019.

This post is open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). This is because the role requires primary research and engagement with female service users, including discussion of sensitive health issues.

Email: recruit@maternityaction.org.uk

Maternity Action
52-54 Featherstone Street
London EC1Y 8RT
T: 020 7253 2288
W: www.maternityaction.org.uk

Job description: Senior Policy Officer

Reporting to: Head of Policy and Campaigns

Accountable to: Head of Policy and Campaigns

Salary: £32 000 p.a. pro rata

Hours: 21 hours/week

Job purpose:

To undertake policy analysis, campaigning and research on employment rights, including maternity discrimination, precarious work, health and safety, maternity and parental leave and pay, and flexible working; build and maintain effective relationships with Government, unions, business groups, Equality and Human Rights Commission, and voluntary sector organisations; to represent the organisation; and to communicate about employment policy and related issues to a variety of audiences.

Key tasks:

1. Analyse Government policy and develop policy positions within the remit of this role
2. Prepare reports, briefings, responses to Government consultations and policy submissions
3. Undertake primary research with women, unions and voluntary sector workers on employment issues, including sensitive health issues, using interviews, online surveys and focus groups
4. Represent the organisation in face to face and online meetings and networks
5. Build and maintain effective relationships with Government agencies, unions, business organisations and voluntary organisations
6. Build and maintain effective coalitions in support of policy and campaigning goals.
7. Recruit and support individual women with relevant experience to take an active role in policy and campaigning
8. Communicate about policy and research work, including through presentations and social media
9. Undertake monitoring and evaluation, and prepare reports for funders
10. To undertake other duties as may be required from time to time

Person description

Knowledge/Qualifications:

- Degree in a relevant discipline (E)
- Knowledge of employment policy (E)
- Knowledge of one or more of the following policy areas: maternity discrimination; gender equality; precarious work (D)
- Knowledge of organisations and networks engaged in debates on employment rights and gender equality (E)
- Commitment to feminist principles (E)

Experience:

- UK public policy experience in a relevant field (E)
- Experience in preparing reports, briefings, responses to Government consultations and policy submissions (E)
- Experience of making presentations and communicating using traditional and social media (E)
- Experience of carrying out research using interviews, online surveys and focus groups (D)
- Experience of working in a small team (D)

Skills:

- Excellent skills in policy analysis (E)
- Excellent spoken and written communication skills (E)
- Good research skills, including literature reviews, interviews and focus group (D)
- Ability to recruit and support individual women to take an active role in policy and campaigning, including dealing with sensitive health issues (E)
- Good computer skills, MS Word and MS Excel (E)
- Ability to work collaboratively in a small team (E)

Circumstances:

- Occasional travel outside of London. Occasional unsociable hours.
- This post is open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1).