

# Senior Policy Manager

## Job Description & Person Specification

Send a CV, a covering letter, and a completed Runnymede Equalities Monitoring Form.			
Application deadline:	July 4th 2022	Submit to:	recruitment@runnymedetrust.org

<b>Senior Policy Manager (Interim)</b>	
Full Time	
Hybrid (Remote/London)	Duration: 12 months fixed-term contract
£40,000 - £45,000 Per annum	Start Date: ASAP
<p><b>Job purpose:</b></p> <p>The Runnymede Trust, the UK's leading race equality thinktank, is seeking a Senior Policy Manager to lead our Policy Team to cover a member of staff on sabbatical. This role offers an excellent opportunity to shape and deliver the organisation's anti-racist work and political engagement strategy.</p> <p>This role involves leading a high performing team across all aspects of our busy policy function. We are looking for someone who can effectively drive forward and develop our ongoing policy projects, which range from investigating the connection between structural racism and the climate crisis to promoting the teaching of race, migration and empire in schools.</p> <p>This is a challenging and rewarding role and requires an individual who is well organised, comfortable in different high-stake settings, and is able to combine an understanding of policy with an understanding of the changing debates on race and social justice.</p>	
<p><b>Responsibilities and main duties:</b></p> <p><b>Policy Engagement:</b> You will lead and coordinate the Runnymede Trust's Parliamentary engagement, including monitoring ongoing legislation and managing the Secretariat for the All Party Parliamentary Group on Race and Community.</p>	

**Policy Development:** You will write policy briefings, reports and policy research on a range of issues relating to racial equality. You will be required to manage large scale projects and deliver high quality written outputs.

**Strategy Development:** Alongside the CEO, Director of Operations and Head of Research, you will work to build our political strategy and develop projects and partnerships.

**Coalition Building:** You will work to convene high profile stakeholders to advance the Runnymede Trust's key objectives, as well as building relationships with policymakers and wider civil society groups.

**Representing Runnymede:** You will act as a representative for the Runnymede Trust at events and meetings, and act as a media spokesperson as required.

**Leadership:** You will be responsible for managing the policy function at the Runnymede Trust, including line managing employees working across education and policy and creating a culture of inclusion in this work.

## What you will bring

- Excellent written communication skills and ability to tailor communication style to audience
- Excellent spoken communication skills, including proven ability to present and speak publicly
- Project or programme management experience
- Experience working in a policy, advocacy, campaigning, research or Parliamentary role
- Line management experience
- Able to build strong relationships quickly
- Laser-like focus, attention to detail and the ability to stay organised, and juggle multiple priorities
- Excellent knowledge of the issues of race and racism in the UK and a proven commitment to promoting racial equality.
- Highly collaborative with strong interpersonal skills



To apply please send a CV, a cover letter and a completed Runnymede Equalities Monitoring Form (available via our Vacancies page) to [recruitment@runnymedetrust.org](mailto:recruitment@runnymedetrust.org) by **Monday 4th July**

We are committed to providing equal opportunities for everyone regardless of their background. We are particularly keen to receive applications from Black, Asian and ethnically diverse people; disabled people (visible and invisible, mental and physical); people who identify as being LGBTQIA; and people who identify as working class or have done so in the past.

Due to the urgent nature of the role, we will be conducting rolling interviews and reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as soon as possible.

Due to the limited capacity of Runnymede, we may not be able to respond to all unsuccessful applications.