

Job details

Location:	Home-based with attendance for at least one day every 4 weeks in the AFF office in Andover. (Hybrid working is available if you are based near the AFF office in Andover.)
Reporting to:	Chief Executive
Working pattern:	Full time
Salary:	£48-£53K per annum (depending on experience)

Job purpose

The Head of Policy plays a key role within AFF in ensuring that the issues and evidence from Army families are considered by policy makers in the Army, Ministry of Defence and wider government.

The role manages the AFF Policy Team to ensure they are able to effectively support Army families with guidance on Army and Defence policies and processes which affect family life. Working with the AFF Evidence Officer, the Head of Policy is responsible for ensuring that the evidence collected through engagement with Service personnel and their families, and through surveys and social media engagement, is used to influence positive change for families.

Working within AFF's Executive Team, the role sets the direction on the key issues on which AFF needs to represent Army families, and co-ordinates AFF's engagement with decision makers. As well as setting and overseeing the progress of policy priorities, this includes the production of policy reports, evidence analysis, responses to calls for evidence, briefing packs and presentations.

This role also leads on developing AFF's impact measurement capability and, working closely with the AFF Communications Team, the demonstration of our impact to the families we work for, and the wider defence community.

As part of AFF's Executive Team, the Head of Policy supports the Chief Executive and Executive Team colleagues in achieving AFF's strategic aims.

Job responsibilities

Responsibilities of the post include:

- Line management of the Policy Team to ensure the team is able to support families effectively across their specialist areas of Housing, Employment & Training, Education & Childcare, Money & Allowances, Health & Additional Needs, and Non-UK & Immigration issues.
- Set the direction of, and manage, the collection of evidence that determines the key issues on which AFF needs to represent Army families.

- Write and co-ordinate the production of high-quality and evidence-based written outputs for various audiences, including policy reports and analysis, briefs for meetings and public evidence sessions (such as House of Commons Defence Committee), submissions to public policy reviews and other outputs as required.
- Influence Army and MOD policy development through managing evidence-based engagement with the chain of command/MOD/wider government.
- Lead the development and execution of AFF's impact measurement capability.
- Membership of AFF's Executive Team, taking a full and active role in the shared responsibility for both the day-to-day and strategic leadership of AFF.
- Leads engagement with academics and researchers as required, to ensure that evidence has a positive impact for Army families.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time.

Knowledge, skills and experience needed for the job

Essential

1. Experience in leading and managing a team with a range of subject matter expertise
2. Understanding of the complex issues affecting Army families and the impact of military and Government policies on them with, ideally, experience in one of the AFF policy areas outlined above
3. Experience and knowledge of influencing policy development in the public sector
4. Background in analysis of evidence and data and the ability to translate complicated technical information into easily understandable information
5. Very strong communication skills, both verbal and written, with confidence in clearly expressing and interpreting evidence to experts or policy makers
6. Ability to think strategically and understand the bigger picture of policy issues to achieve the most effective impact for Army families
7. Experience or sound knowledge of impact measurement
8. Ability to build credibility and good working relationships with stakeholders inside and outside the organisation
9. Experience in writing and analysing reports and briefs

Desirable

1. Ability to be flexible in order to meet change and effectively translate its impact
2. Familiar with current affairs in politics and Defence at a local, national and international level
3. Project management/planning skills
4. Experience of working with academics and researchers
5. Experience of managing remote teams

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ