



JOB DESCRIPTION HEAD OF POLICY & RESEARCH

Job details

Location:	AFF Central Office, with travel to meetings as required
Reporting to:	Operations Director
Hours:	37.5 hours per week (to be worked during normal working hours)
Salary:	£30,000 per annum

Job purpose

To develop and lead a coherent and coordinated policy and research programme that supports AFF to grow its influence and visibility.

To provide leadership and management of the highly skilled team of Specialists in their fields of research and policy to ensure the team is able to effectively support Army families and challenge existing policies.

To establish, promote and maintain relationships with our key audiences including chain of command, policy makers and other external agencies.

To be part of and support the Executive Members Board (EMB) in delivering against the AFF Core Values and strategic aims.

Job responsibilities

Responsibilities of the post include:

- To develop and lead a coherent and coordinated policy and research programme that supports AFF to grow its influence and visibility.
- Ensuring P&R team meets AFF business plan outputs and other AFF strategic objectives including Core Values.
- To coordinate and oversee the production of high-quality and evidence based written outputs for various audiences including high-quality, well targeted research reports, policy briefings, funding applications/reports and other outputs.

- Line Management of the P&R team of Specialists in the fields of Housing Health & Additional Needs, Employment, Training, Allowances & Money, Education & Childcare, Foreign & Commonwealth to ensure the team is able to support families effectively.
- Setting and managing the P&R budget to ensure it operates effectively within the wider AFF budget
- To work closely with the Specialists and other colleagues to produce valid, up to date and meaningful data to base arguments and campaigns on.
- To engage directly with chain of command/MOD at senior levels working in response to policy development affecting Army Families.
- Taking the lead in policy relating to Armed Forces Covenant.
- Attend and represent AFF effectively in senior meetings, training and events
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time

Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL
Understanding and experience of working in the public sector/social sector in particular in public sector policy research, development and delivery
Understanding and experience of influencing and challenging within the public sector, particularly to public offices

ESSENTIAL

Understanding of the broad spectrum of complex issues that affect Army Families such as housing, employment, education etc.

Background in analysis of evidence and data and the ability to translate complicated technical information into easily understandable information

Comfortable speaking in public and confident in clearly expressing and interpreting research reports to experts or policy makers

Ability to think strategically and actively seek opportunities or areas of relevant work streams for Specialists

Ability to build credibility and maintain good working relationships with stakeholders inside and outside the organisation

Experience of managing a team of remotely-based highly-skilled line reports used to working on a largely autonomous basis

A keen interest in the welfare and quality of life for Army families

Experience in writing and analysing reports and briefs

DESIRABLE

Ability to be flexible in order to meet change and effectively translate its impact

Familiar with current affairs in politics and Defence at a local, national and international level

Familiar with the aims and objectives of the Armed Forces Covenant

Effective communicator at all levels and across stakeholder groups

Approachable at managerial level whilst able to challenge, empower and develop line reports

Prior knowledge of the work of AFF including research surveys, data and aims and objectives

An understanding of the impact of military and Government policies on Army families

What we do for you

When do I work?	During normal working hours, between 9am and 5pm, Monday to Friday. You may be required to work reasonable additional hours in order to fulfil the requirements of your role including travel and overnight stays.
Does AFF pay overtime?	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
How much holiday do I get?	We give all staff 30 days' holiday a year (we adjust this pro-rata if staff work part time hours), plus public and bank holidays. PLUS, staff are encouraged to take the day off on their birthday as an additional day's paid leave.
How will AFF review my salary?	A pay committee, made up of Trustees and the Chief Exec (with contributions from senior managers), reviews pay annually.
	Yes! AFF has a workplace pension scheme, which any staff

Will AFF help me save for the future?	member can sign up to (staff earning more than £10,000 per annum must be automatically enrolled into the workplace pension scheme).
How will AFF help with my development?	Your induction will include time with your line manager, and possibly work shadowing. We offer comprehensive internal training (1-2 times per year) and you will receive an annual Performance Review with your line manager.

Job context and other relevant information

- References will be taken up on appointment.
- The successful applicant must be prepared to travel within the UK to meetings as required, and to attend staff training events, some of which may require overnight stays .
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.

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.