



Job Description and Person Specification

Job title	Policy and Strategy Manager
Reporting to	CEO
Direct Reports	None
Hours	Up to 30 hours per week – Job Share considered
Salary	£30,000 - £35,000 pro-rata
Contract type	This is a funding-dependent fixed term contact for 3 years

Overall Purpose of Role

To lead our Pan-Disability Policy & Strategy Programme which works to positively influence local organisations and the external environment on behalf of Deaf and Disabled people in Merton.

About Merton CIL

Merton CIL is a user-led organisation promoting the inclusion, choice, and independence of Deaf and Disabled people in Merton. We were established to provide a voice for Disabled people and to provide support to Disabled people in all areas of their lives. Our Policy and Strategy programme was set up in 2015 because our members identified that in addition to our casework with individuals, we needed to try to address barriers for local Disabled people in a more systemic way to benefit a greater number of people. Since then we have supported local Disabled people to speak up on a wide range of issues including budget cuts by the Council, local problems with benefits assessments, barriers to Independent Living and access to the vote.

Key Tasks and Responsibilities

1. Developing a solid evidence base through evaluation of case work, direct feedback from members, service users, local Disabled people's organisations and partners, local and national data

2. Propose, plan and undertake areas of research based on our co-produced strategy and emerging areas of need. We particularly encourage peer-led models of research
3. To promote evidence-based policy positions through strategic communications and influencing approaches using a broad range of tools
4. Attending, contributing to and enabling disabled people to have a strong voice through representation at relevant council meetings, boards and bodies
5. Organising regular, accessible, consultation meetings with Merton CIL members and other local Disabled people
6. Responding on behalf of members and Merton CIL to both national inquiries and local consultations
7. To manage positive relationships with key policymakers, relevant voluntary organisations and partners, and local businesses, to enable disabled people to be heard on key issues. This will include attending regular evening Council meetings
8. Generating positive representations of disabled people and countering negative representations
9. To keep accurate and detailed records of work undertaken and to be responsible for the implementation of monitoring, evaluation and quality assurance procedures

General Management Requirements

- In conjunction with others, recruit, induct and train paid staff
- Co-ordinate with the Management Team identify Social Policy issues and develop action plans
- To support with planning and sustaining Merton CIL services, including contributing to business plans and funding bids
- Manage and monitor any delegated budgets and follow Financial Procedures
- To research and to keep informed of new legislation and changes to existing law and policy, trends and thinking on issues affecting disabled people
- To carry out the duties of the post within an equal opportunities framework and adhere to all Merton CILs policies and guidelines including our Values and Independence Charter
- To undertake such duties as from time to time may reasonably be required.

- This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur
- To carry out additional tasks and attend out of hours and weekend events which may be required, under the direction of the CEO

Person Specification

Essential

1. At least 3 years experience in a policy, strategic, influencing, or similar role
2. Ability to investigate, understand and articulate a range of research sources including academic research, data, casework, and user voice
3. Experience of undertaking voice activity and supporting a diverse range of people to speak up
4. A track record of creative approaches to communicating policy and influencing change
5. Excellent communication, presentation, negotiation skills including the ability to deliver accessible messages for a range of audiences
6. Experience of developing effective relationships across different sectors and with diverse audiences
7. Strong organisational skills including planning, problem solving, and high levels of attention to detail and accuracy
8. Strong IT skills, including social media, multi-media, and ability to use electronic monitoring to keep records
9. Highly motivated, with ability to work on own initiative with limited supervision, plan and prioritise own workload and work of others, meet tight deadlines and work as part of a small team
10. Ability to handle with discretion information which may be confidential or sensitive

11. A strong personal commitment to the Social Model of Disability and the Cultural Model of Deafness and a good understanding of the discrimination and exclusion faced by Deaf and Disabled people
12. Ability to be responsive to change, often at short notice
13. Ability to work regular evenings

Desirable

- Lived experience of disability
- Experience of working in a user controlled and led organisation
- Experience of policy work in the following areas: Welfare benefits, Community Care, Housing, Independent Living, Health, Young People, Access
- Experience of organising and delivering accessible services, events, meetings and/or training/coaching
- Understanding of local and/or national government structures and processes

Merton CIL is committed to equality, diversity and human rights. We particularly welcome applications from Deaf or Disabled people from all sectors of the community.

Please send a completed application form and monitoring form to:
info@mertoncil.org.uk

If you have any questions or access needs relating to your application, please contact us by email or by telephone on 020 3397 3119 (0744 936 2233 SMS)

Closing date for applications: extended to 9am 5th March 2018

Planned interview date: 13th March 2018



This role is funded by The Big Lottery Fund's Reaching Communities Programme and London Borough of Merton

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