

RESEARCH AND POLICY OFFICER

JOB DESCRIPTION

Introduction

The Paul Hamlyn Foundation is an independent grant-making foundation set up by Paul Hamlyn, the publisher and philanthropist. It aims to maximise opportunities for individuals and communities to realise their potential and experience and enjoy a better quality of life. The Foundation supports charitable activity in the areas of arts, education and learning and social justice across the UK. It also supports local charities in India that help the poorest communities get access to basic services. It has a board of unpaid trustees and a staff of about 35. For further information about the Foundation's work please see the website: www.phf.org.uk.

The Foundation is based in light and recently refurbished offices near Kings Cross in London. The design and facilities, we hope, fosters collaboration and networking between the staff and amongst grantees.

The work of the grants team is overseen by a series of panels, made up of trustees, staff and external advisors.

Paul Hamlyn Foundation aims to be more than a grant-maker in that, as well as providing funding, we endeavour to develop excellent relationships to work with and alongside those we support. Our guiding principles are to:

Support innovation: We are interested in finding innovative ways to address long standing and emerging social issues and to create new opportunities. We recognise the need to take risks to achieve results and the possibility that not all innovations will succeed.

Give people a voice: We want to give people greater control over the decisions which shape their lives. We want to help disadvantaged people and groups to speak out and be heard, including by those who make policy or provide services.

Work with others: We believe that it can be, and often is, more effective working with others, not just those we fund. Accordingly, we welcome partnerships and aim to build communities of interest around the activities we support. We look to exploit the synergies between the different areas of our grant-making and expect to make much more of our ability to convene.

Make a commitment: We believe that we can best achieve lasting change by committing for long periods to issues and causes. We recognise the value of long-term relationships as one way of providing support to organisations to consolidate and develop their work

Be open: We strive to be open in our grant-making and relationships. We endeavour to operate a straightforward, transparent process for those seeking grants from us. We welcome feedback.

Have an impact: We seek to achieve the greatest possible impact with our resources. We strive to learn how to improve the outcomes of our work and encourage those we fund to do the same.

Use evidence and learning: We recognise the importance of learning from actions that have evidence of success, and of gathering data about untested approaches. We seek to do this in a systematic and proportionate way, and to use what we learn to improve the way we work. We believe that we can add value by building and sharing our knowledge and experience with others and we aim to support this approach across the sectors in which we operate.

Work across the UK: We want to make sure our work benefits communities throughout the country and in areas that are least well connected or least able to access resources. Because of this, we actively seek to support work outside London.

Be an effective organisation and fair employer: We set ourselves high standards for how we operate. We aim to ensure the responsible investment and effective deployment of our endowment. We strive for fairness, efficiency and effectiveness in our internal processes and we seek to support and develop our staff so they can play a variety of creative roles as well as managing grants and our resources efficiently.

We have six strategic priorities for the period 2015 - 2021:

- We want to support the creation of exciting ideas by helping imaginative people to nurture them.
- We want to widen access and participation in the arts.
- We want to improve people's education and learning through the arts.
- We want to show that the arts make a difference to people's lives.
- We want to support and strength the work of organisations working with disadvantaged young people.
- We want to improve support for young people who migrate and for receiving communities to support better integration.

These six priorities support and influence each other. For example, our analysis of evidence to show how the arts can make a difference will help our work on access, participation and learning. Over time, our work supporting individuals and ideas will fuel all the other areas where we want to see change. By making the commitment to share learning from activity within these priority areas, and by encouraging our staff and those in receipt of grants to meet and exchange knowledge more, we believe together we will achieve greater impact overall.

Further information about our work can be found on the Foundation's website.

Research and Policy Officer Role Overview

What will be my main contribution?

You will help us to deliver a coordinated and proactive approach to the development of policy in our key fields of strategic interest. You will offer evidence-based advice to the Senior Management Team and Trustees to inform decisions about the Foundation's own policy. We would expect you to work collaboratively with colleagues, partners and other stakeholders to develop the Foundation as a highly effective organisation and develop our reputation as a successful funder, achieving real impact with our grants and through our grantees. Your policy and/research experience and analytical skills will be critical and you will have the flexibility and willingness to work on special projects and pilots as and when necessary.

Who will I report to?

You will report to the Director of Impact and Evaluation, with dotted line reporting to the Director, Strategy

Who will I line manage?

You will have no formal line management responsibility. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting relationships.

What other key internal relationships will I have?

You will work closely with the Chief Executive and Director of Grants and Programme to inform the development of the Foundation's future work and provide briefings about the external context. You will work closely with colleagues working closely on communications to share intelligence and knowledge and to help with the foundation's wider influencing work, led by the Director, Strategy.

You will work closely with colleagues in the Grants Team to share intelligence and to understand developments in the areas we are interested in and to develop an understanding of the impact that our funding and support is having. You will also work, often in partnership, with the Research & Data Analyst, who sits in the same team

What level of budget responsibility will I have?

Not applicable

Main Responsibilities

- Support the development and delivery of the Foundation's research, evidence and learning strategy, and its policy and advocacy work.
- Support the preparation, commissioning, co-ordination of evidence-informed policies and strategy for the Foundation, through briefings, studies, research proposals and supplementary guidance and advice.
- Support the provision of accurate and timely advice and information to the Chief Executive, Senior Management Team and Trustees to enable effective decision making and consultation.
- Contribute to the Foundation's strategic objectives by working actively with colleagues internally and externally to deliver a proactive and co-ordinated approach to evidence-informed policy development and implementation, utilising best practice in our policy areas, drawn from the commercial, public and voluntary sectors here and abroad.
- Support the Senior Management Team to develop and implement new ways of working by developing and testing special projects and pilots, in collaboration with colleagues. This will involve using the evidence to develop recommendations for the Senior Management Team for translating pilot projects into business as usual.
- Support innovation and improvement in the Foundation's areas of strategic interest by, for example, researching and helping to develop new and alternative service models for grantees including shared services, partnerships, commissioned services, and community led models.
- Assist with the monitoring, analysis and management of departmental delegated budgets, funding and resources in accordance with the Foundation's policies and procedures.
- Provide experienced advice and guidance in policy development to colleagues, helping others to develop their knowledge and expertise.
- Help develop and actively contribute to cross-departmental and multidisciplinary working within the Foundation, to deliver continual improvement in our work and professional development of staff.
- Uphold and promote the aims of the Foundation's equality and diversity policies in the course of day-to-day work.

Person Specification

Essential experience and knowledge

- Experience of the development of strategies or multi-disciplinary policy, for influencing external policy makers and/or in-house consideration, ideally within a funding environment
- Experience of giving advice to, and building effective working relationships within a policy and service environment with managers and/or trustees, and with one or more of the following: communities, partner organisations, private sector providers, public agencies and statutory authorities.
- Understanding and experience of the use of communications as a strategic tool
- Knowledge and capacity to be a reliable and effective point of reference on complex issues in one or more of the Foundation's subject areas
- Experience of desk research, policy development, project planning and producing clear outputs
- Experience of the rapid assimilation and summary of large volumes of information for different audiences and purposes
- Experience of quickly developing an understanding of current and emerging themes and changing contexts, and supporting the consideration of these policy, strategy and research work.

Essential behaviours and ways of working

- Sympathetic with the values and aims of the Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, to tackling disadvantage, fighting prejudice, supporting youth voice and participation.
- Articulate, with excellent written and oral skills, and the ability to communicate with a range of audiences
- Confident, resourceful and proactive, with initiative and a problem-solving disposition
- Able to evidence ability to self-manage, set timescales and achieve by target dates

- Willing to and experience of working beyond your area of expertise across all our policy areas and priorities.
- Able to work effectively with a range of stakeholders, internal and external, including senior staff, trustees, grantees, policy makers and practitioners, and young people
- Able to work creatively and flexibly in a small team, supporting other colleagues, and with a strong personal commitment to learning and improvement
- Committed to equality and diversity

Desirable

- Understanding of policy and / or practice in more than one country of the UK (i.e. England, Wales, Scotland and / or Northern Ireland)
- Experience of managing contracts with external consultants

Terms and conditions

- Salary c £33,000 per annum
- There will be a probationary period of six months. Subject to satisfactory completion of this period the contract will be fixed term for a year, which can be terminated by either party on giving three months' notice
- Twenty five days leave per annum, plus statutory holidays
- Employer pension contribution (10%) (once probation period passed)
- Medical, permanent health and life insurance (once probation period passed)
- Office hours are normally 9am – 5pm, but flexible working is possible; some flexibility is required from team members around evening work and travel to and from events and meetings.