

# Appointment of Policy Manager

February 2021



# Introduction

Revolving Doors is at an exciting time. We have an ever-expanding research portfolio of independent research to support our policy programmes and campaigns, client-funded evaluations and user research, and academic partnerships. Independent research underpinned our Short-sighted campaign for a presumption against short prison sentences, while insight from our user research directly influenced the Government's Transforming Justice courts and tribunals reform programme.

Thank you for your interest in applying for the post of Policy Manager at Revolving Doors.

This is a key post within Revolving Doors. We are looking for an experienced policy professional able to use their excellent analytical skills to effect change for people facing severe social exclusion. You will develop and deliver policy programmes ensuring people with lived experience of the 'revolving door' shape our policy work. You will be a self-starter, highly motivated and an excellent communicator. In addition, you will be highly organised with strong project management skills.

**Job Title:** Policy manager

**Accountable to:** Head of Policy & Communications

**Salary:** £38,000

**Hours:** 35 hours per week

**Location:** Based in our London office but with agile working arrangements (currently working from home)

This is a 1 year fixed-term contract, with possibility of extension.

We are committed to inclusive working practices, and particularly welcome applications from anyone with lived experience of the criminal justice system and people from Black, Asian and minoritised communities.

## Role Description

The policy manager will work with the head of policy and the chief executive to deliver our four-year strategy and achieve support from local and national decision makers to help end the revolving door of crisis and crime. This post leads in delivering our New Generation Policing project working with police and crime commissioners and police services across England and Wales. You will also take a leading role in developing our policy positions, identifying gaps in the evidence base and communicating with key audiences. You will manage the policy and communications officer, as well as work closely with colleagues, partners, associates and people with lived experience.

## Job Objectives:

The key objectives of this post are:

- To deliver a programme of proactive and reactive policy work to support Revolving Doors' strategy.
- To develop and maintain relationships with police and crime commissioners, police chiefs, inspectors and other relevant stakeholders.
- To maintain an overview of the policymaking environment including policy drivers, positions of relevant decision makers or influencers and key processes.
- To provide analysis of existing policy problems, gaps and opportunities to change policy to improve services and systems for people in the revolving door
- To develop clear and powerful policy messages tailored for our key audiences.
- To identify and create opportunities to influence policymakers directly or through other channels, including by working in partnership with others.
- To communicate our messages to target audiences.
- To work closely with colleagues across our research, evaluations, and lived experience involvement to ensure these areas of work inform and are informed by our policy work.

# Main Tasks & Responsibilities

- **To deliver a programme of proactive and reactive policy work to support Revolving Doors' strategy.**
  - Work with the head of policy and the chief executive to deliver a programme of proactive and reactive policy work that supports our four-year strategy
  - Ensure that young adults and adults with lived experience of the revolving door shape and inform our policy and practice asks
  - Support the development of new projects that advance our policy goals, including contributing to funding applications and bids
- **To develop and maintain relationships with police and crime commissioners, police chiefs, inspectors and other relevant stakeholders.**
  - Lead on the 'New Generation' policy project, working with police and crime commissioners and police to develop and implement trauma and poverty responsive policing for young adults
  - Use design-thinking methodology to develop prevention and diversion schemes
  - Facilitate communities of practice bringing police services, commissioners, and charities
  - Take project management responsibility for both projects including management of project budgets, cross-functional resources, and staff
  - Work with young adults with lived experience of the criminal justice system to inform and shape the local trailblazer sites
- **To maintain an overview of the policymaking environment including policy drivers, positions of relevant decision makers or influencers and key processes.**
  - Carry out a range of scanning activities across relevant policy areas to maintain an overview of the context of our policy work
  - Write briefings and updates to inform the board, chief executive, senior management team and colleagues about the policy making context
  - Organise and attend meetings and events to maintain this overview
  - Establish and maintain a network of policy contacts across relevant fields; and to ensure this information is shared across the team.
- **To provide analysis of existing policy problems, gaps and opportunities to change policy to improve services and systems for people in the revolving door**
  - Work with colleagues, people with lived experience and other stakeholders to prioritise policy areas for detailed consideration
  - Analyse existing or proposed policy to identify potential or risks or possible improvements for people in the 'revolving doors' situation
  - Analyse evidence and information
  - Identify gaps in evidence that may require new research.
- **To develop clear and powerful policy messages for our key audiences and communicate them effectively**
  - Write briefings, consultation responses, articles, web pages and other documents to communicate our policy messages clearly and succinctly to target audiences
  - Present our policy messages in relevant meetings and events
  - Support the chief executive by drafting speeches and preparing presentations
  - Keep policy sections of the website up to date
- **To identify and create opportunities to influence policymakers, including by working in partnership with others.**
  - Identify and respond to consultations on relevant policy from key decision makers
  - Coordinate our work with alliances where this will strengthen our capacity to influence our target audiences
  - Coordinate and support expert reference groups as necessary to support our policy work
  - Maximise impact of our policy messages through effective dissemination

# Introduction

## GENERAL RESPONSIBILITIES

- Management of the Policy and Communications Officer
- Prepare for and participate in supervision sessions and appraisals
- Represent Revolving Doors Agency at meetings as required
- Undertake any other duties compatible with the level and nature of the post as reasonably required by the chief executive
- Follow Revolving Doors' policy, procedures, and performance expectations
- Implement Revolving Doors' Equality & Diversity Policy in all functions of the post
- Carry out own administrative functions including filing and production of own correspondence and reports
- Ensure that files and recording systems are accurate and kept up to date

## Additional Job Requirements

- Willingness to work flexibly in response to changing organisational requirements
- Willingness and ability to travel within the UK, with occasional overnight stay

## Person Specification

### EXPERIENCE

The post holder will be able to demonstrate successful experience in the following areas:

- Managing policy work in a relevant field, preferably in that of criminal justice, policing and/or young adults.
- Implementing and managing policy programmes, including managing resources effectively and reporting on results and impact.
- Writing and presenting high quality, effective reports and materials for a range of audiences internally and externally.
- Interpreting complex policy environments and identifying key issues and information to aid policy and service development.
- Building collaborative partnerships with a wide stakeholder group, including policymakers and practitioners and people with lived experience.

### SPECIAL KNOWLEDGE AND ROLE REQUIREMENTS

The post holder will be able to demonstrate:

- Detailed and sophisticated knowledge of policy and practice in policing, criminal justice, or young adults.
- Knowledge of the issues involved in working with young adults and adults in the criminal justice system.
- Team building skills and a coaching style of management

# Next Steps/To Apply

If you would like to apply for this position, please:

## Send

- An up-to-date CV
- A covering letter (max 2 pages please) outlining how you meet the role and person specification
- An example of your written work

## To

admin@revolving-doors.org.uk  
with "Policy Manager" in the subject line

## By

### Closing Date:

**Friday 19th March at 5pm**

*We are looking for someone to start as soon as possible. We may appoint before the closing date.*



## Informal discussion

If you would like to have a confidential, informal discussion, please contact

Pavan Dhaliwal, Chief Executive

0773 843 5059

## Interviews

First round interviews for shortlisted candidates will be held via Zoom/MS Teams.

Interviews will be carried out on a rolling basis, so early application is recommended.



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