

Using the Law to Promote, Protect and Realise

Children’s Rights

March 2021

Dear Applicant

**RE: POLICY AND PUBLIC AFFAIRS MANAGER (Job Ref PPAM03/21)**

Thank you for your enquiry in respect of the above position. Enclosed you will find a job information pack which should include the following:

Job description

Person specification

Main terms and conditions of work

Application Form

Reasonable Adjustment Enquiry

Cautions and Convictions Enquiry

Employee Monitoring Questionnaire

Additional information about the Children’s Law Centre is available via our website: https://www.childrenslawcentre.org.uk

If any of these are missing from your pack, please contact us immediately.

**The closing date for receipt of applications, by email only, is Friday 9th April 2021 at 5pm. Proof of sending an application by email is not proof of receipt. We recommend that applicants verify receipt electronically or by telephone – tel 02890 245704**

**Interviews will be held virtually via Zoom on Tuesday 20th April 2021.**

**Please note:**

Due to current government restriction in relation to COVID and the majority of CLC staff working from home, we will only able to accept applications via email on the enclosed application form. CV’s will not be considered. All interview’s will be held virtually via zoom.

Email applications should be submitted to: [reception@childrenslawcentre.org](mailto:reception@childrenslawcentre.org). If you have a disability and there are any reasonable adjustments that you wish the Children’s Law Centre to consider to enable you to apply for the post (including arrangements for the interview in the event that you are shortlisted) please notify us.

Please ensure that the Employee Monitoring Questionnaire, Reasonable Adjustment Enquiry and Cautions and Convictions Enquiry are returned by separate email and not sent together with your application form. The email address for submitting these documents is: [helenrafferty@childrenslawcentre.org](mailto:helenrafferty@childrenslawcentre.org)

**Shortlisting will be undertaken on the basis of the enclosed person specification. You should therefore address all criteria listed in the person specification when completing the supporting statement in the application form.**

This post is subject to an Access NI Check. A copy of the Access NI Code of Practice is available on request.

Thank you for your interest in the work of the Children’s Law Centre, we look forward to receiving your completed application form.

Yours faithfully

Helen Rafferty

HEAD OF ADMINISTRATION & FINANCE UNIT

Enc.

**CHILDREN’S LAW CENTRE**

**APPLICATION PACK**

**POLICY AND PUBLIC AFFAIRS MANAGER (Job Ref: PPAM03/21)**

**CHILDREN’S LAW CENTRE**

**JOB DESCRIPTION**

**Job Title:**  Policy and Public Affairs Manager

**Reports to:** Director

**Grade/Band:** NJC Point 34-36

**Date of Last Review:** March 2021

**Budgetary Responsibility:** This post currently has no budgetary responsibility.

This may change in the future.

**High Level** **Summary of Role:**

The Post Holder will be responsible for developing, leading and managing the

Children’s Law Centre (CLC) policy and public affairs work to support the

achievement of CLC’s mission and strategic goals. The Policy and Public Affairs

Manager will develop and lead CLC’s Public Affairs strategy. The Post Holder will

have responsibility for managing CLC’s Policy Officer.

**Core Responsibilities**

* Plan, develop, lead and manage CLC’s Policy and Public Affairs work
* Develop and manage the development of persuasive, evidence based policy positions drawing on human rights standards, evidence from CLC’s legal and policy function and the voice of young people
* Influence decision makers and policy makers in the furtherance of CLC’s strategic goals including through parliamentary engagement and contributing to evidence sessions, both written and oral
* Manage, undertake and where relevant commission research using a wide range of sources including evidence from CLC’s legal function, policy function and youth@clc and fuse this analysis with original insight to develop innovative policy solutions to complex problems
* Manage, draft and quality approve CLC’s responses to government consultations, other relevant public policy initiatives and international human rights mechanisms
* Ensure CLC’s policy calls reflect CLC’s priorities and oversee impact to ensure this work delivers positive change in the implementation of children’s rights
* Support CLC staff to engage in policy responses
* Working with CLC colleagues support youth@clc to engage in policy advocacy and public affairs in furtherance of CLC’s priorities
* Working with CLC colleagues and youth@clc lead the development and implementation of influencing campaigns in support of CLC’s strategic priorities
* Work closely with CLC’s Communications and Digital Manager in the furtherance of CLC’s Policy and Public Affairs priorities
* When appropriate act as CLC’s Spokesperson in the media
* When appropriate act as CLC’s Spokesperson at public events
* Work with CLC’s Communications and Digital Manager to coordinate and respond to public speaking requests and media opportunities which will further CLC’s policy and public affairs priorities
* Develop and manage external contacts and relationships to further CLC’s policy and public affairs priorities
* Develop and provide training on policy and public affairs for CLC staff, youth@clc and others as appropriate.
* Provide written articles and briefing on CLC’s policy position for internal and external use including for CLC’s web site, CLC members and the media
* Maintain up to date knowledge of key developments on children’s rights policy, practice and law and brief CLC staff and youth@clc as appropriate
* Organise public event/seminars/conferences on CLC’s Public Affairs and Policy work

**Staff Management**

* Effectively manage CLC’s Policy Officer
* Manage recruitment, development, support and supervision of policy volunteers

**Other duties and responsibilities**

* Contribute to CLC strategic planning processes as required
* Adherence to safeguarding, confidentiality, GDPR, equality and other relevant policies and procedures
* Participation in staff training and development as required
* Undertake necessary administrative tasks required for the role
* Prepare ongoing regular monitoring and evaluation reports for funders and others as required
* Work with the Director to ensure sustainability of CLC’s Policy and Public Affairs function

This job description is intended to provide an overview of the core responsibilities of the post.  It is not intended to be an exhaustive list of every activity the post holder does.  Job descriptions can be subject to reasonable change as the role evolves without fundamentally changing terms and conditions.  Children’s Law Centre reserves the right to change and amend specific duties or tasks within reason and to ask post holders to carry out other reasonable duties as and when required to do so.

**PERSON SPECIFICATION**

**Job Title: Policy and Public Affairs Manager (Job Ref: PPAM03/21)**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience and Qualifications** |  |  |
| A relevant degree/equivalent qualification or 5 years’ experience of working in the field of policy and legislative commentary and public affairs | X |  |
| Experiencing of management and supervision of staff | X |  |
| 3 years’ experience of developing and implementing strategic policy reform plans | X |  |
| Experience of designing and managing advocacy campaigns | X |  |
| 3 years’ experience of evidence based legislative and policy commentary | X |  |
| 3 years’ experience of successful public affairs engagement and influencing at a high level | x |  |
| Experience of analysing a wide range of complex evidence to inform policy responses and engagement | x |  |
| Experience of translating complex material and data into clear and concise policy briefings and lobbying and campaigning and materials | x |  |
| Experience of giving evidence to parliamentary committees and/or other high level bodies | x |  |
| Experience of successfully influencing a wide range of audience to effect social justice change | x |  |
| Experience of engaging with the media | x |  |
| Experience of supporting children and young people to campaign and influence decision makers |  | x |
| **Knowledge** |  |  |
| Good knowledge of domestic and international human rights law and mechanisms | x |  |
| Good knowledge of equality issues | x |  |
| Knowledge of the legislative and policy development process in NI | x |  |
| Knowledge of the political context and political structures in NI and Westminster | x |  |
| Knowledge of UNCRC | x |  |
| Knowledge to the community and voluntary sector in NI | x |  |
| Knowledge of current legislative developments in NI |  | X |
| Knowledge of the law in NI as it relates to children and young people |  | X |
| Knowledge of the children’s sector in NI |  | X |
| **Ability/Aptitude/Skills** |  |  |
| Excellent written and verbal communication skills | x |  |
| Ability to translate complex material and data into clear and concise policy briefings and lobbying and campaigning and materials | x |  |
| Excellent presentation skills and the ability to communicate with a range of audiences including children and young people | x |  |
| Strong analytical skills | x |  |
| Ability to manage complex and competing priorities with a strong track record for delivery at speed and under pressure, responding to tight deadlines | x |  |
| Ability to work as part of a team and on own initiative | x |  |
| Excellent IT skills | x |  |
| Ability and skills to work with children and young people | x |  |
| Ability to travel as required to carry out duties of the post | x |  |
| **Ethos** |  |  |
| A commitment to children’s rights | x |  |
| A commitment to equal opportunities | x |  |
| A commitment to children’s participation | x |  |
| Strongly support the ethos of the Children’s Law Centre | x |  |

**Children’s Law Centre**

**MAIN TERMS AND CONDITIONS OF WORK**

**Policy and Public Affairs Manager (Job Ref: PPM 03/21)**

**PLACE OF WORK**: Children's Law Centre

Rights House

127-131 Ormeau Road

Belfast BT7 1SH

**DURATION OF CONTRACT:** Fixed contract for 3 years but with good prospects for renewal subject to availability of funding.

**SALARY**: NJC Point 34-36 (£37,890-£39,880)

**HOURS:** This is a full time post; 35 hours per week

**PENSION:** This post is pensionable after successful

completion of probationary period

**HOLIDAY ENTITLEMENT**: 25 days per year plus statutory holidays

**PROBATIONARY PERIOD:** 6 months

**CLOSING DATE FOR**

**APPLICATION:** Friday 9th April 2021 at 5 pm

**DATE OF INTERVIEW**: Tuesday 20th April 2021

**CHILDREN’S LAW CENTRE**

**Rights House, 127-131 Ormeau Road, Belfast, BT7 1SH**

**Telephone: (028) 90 245704**

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**APPLICATION FOR THE POST OF:**

**POLICY AND PUBLIC AFFAIRS MANAGER (Job Ref: PPAM03/21)**

# Ref: \_\_\_\_\_\_\_\_\_\_\_\_ (for CLC purposes only)

**CLOSING DATE: 5PM FRIDAY 9TH APRIL 2021**

# NAME OF APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## PLEASE COMPLETE THIS APPLICATION IN FULL.

DO **NOT** SUBSTITUTE A READY- MADE CURRICULUM VITAE.

OFFICIAL USE

Interviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHILDREN’S LAW CENTRE (NI)**

**APPLICATION FOR EMPLOYMENT**

**PLEASE TYPE OR COMPLETE IN BLACK INK.**

**JOB APPLIED FOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Ref \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAME:** |
| **PERMANENT ADDRESS:**  **POSTCODE:**  **HOME TELEPHONE NO:**    **(MOBILE) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (WORK) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | |

1. **EDUCATION**

**2.1 PLEASE GIVE HERE RELEVANT DETAILS OF POST PRIMARY EDUCATION AND QUALIFICATIONS INCLUDING DETAILS OF PROFESSIONAL QUALIFICATIONS.**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL/  COLLEGE ETC. | FROM/TO | SUBJECTS STUDIED | QUALIFICATIONS  (With Dates) |
|  |  |  |  |

* 1. **2.2**  **OTHER TRAINING**

**PLEASE GIVE INFORMATION ABOUT ANY OTHER TRAINING COMPLETED WHICH YOU WOULD LIKE TO DRAW TO OUR ATTENTION.**

|  |
| --- |
|  |

1. **EMPLOYMENT HISTORY**

**PLEASE LIST ALL PERIODS OF EMPLOYMENT STARTING WITH MOST RECENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB TITLE** | **FROM/TO** | **NAME AND ADDRESS OF EMPLOYER** | **AREAS OF RESPONSIBILITY AND DUTIES AND SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |

1. **SUPPORTING STATEMENT**

**SHORTLISTING WILL BE CARRIED OUT ON THE BASIS OF HOW WELL CANDIDATES ADDRESS ALL THE CRITERIA CONTAINED IN THE “PERSON SPECIFICATION”. (Please continue on separate sheets if required).**

**4.1 PLEASE DESCRIBE HOW YOUR QUALIFICATIONS AND EXPERIENCE MEET THE CRITERIA FOR THE POST WITH THE CHILDREN’S LAW CENTRE. (700 words max)**

|  |
| --- |
|  |

**4.2 MINDFUL OF THE ESSENTIAL AND DESIRABLE CRITERIA FOR THE POST. PLEASE DESCRIBE HOW YOUR KNOWLEDGE MEETS THE CRITERIA FOR THE POST WITH THE CHILDREN’S LAW CENTRE. (500 words max)**

**4.3 MINDFUL OF THE ESSENTIAL AND DESIRABLE CRITERIA FOR THE POST, PLEASE DESCRIBE HOW YOUR ABILITIES, APTITUDES, SKILLS AND ETHOS MEET THE CRITERIA FOR THE POST WITH THE CHILDREN’S LAW CENTRE. (500 words max)**

1. **OTHER RELEVANT INFORMATION**

**PLEASE GIVE DETAILS, INCLUDING DATES, OF ANY OTHER EXPERIENCE WHICH IS RELEVANT TO THE POST.**

**E.G. UNPAID WORK, VOLUNTARY ACTIVITIES. (500 words max)**

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1. **REFERENCES**

**TWO REFEREES ARE REQUIRED AND SHOULD HAVE KNOWLEDGE OF YOU IN AN EMPLOYMENT, ACADEMIC OR PROFESSIONAL CAPACITY, ONE OF WHICH SHOULD BE YOUR PRESENT OR MOST RECENT EMPLOYER. (Referees should not be members of your family)**

References will only be taken up in the event of you being considered for the offer of employment.

1. Present/ most recent employer 2. Second referee

|  |  |
| --- | --- |
| **NAME:** | **NAME:** |
| **ADDRESS:**  **POSTCODE:**  **TEL NO:**  **EMAIL ADDRESS:**  **Capacity in which known to you:** | **ADDRESS:**  **POSTCODE:**  **TEL NO:**  **EMAIL ADDRESS:**  **Capacity in which known to you:** |

SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A CANDIDATE FOUND TO HAVE KNOWINGLY GIVEN FALSE INFORMATION OR TO HAVE WILFULLY SURPRESSED ANY MATERIAL FACT WILL BE LIABLE TO DISQUALIFICATION, OR IF APPOINTED TO DISMISSAL.**

Application Forms should be submitted by email to:

[**reception@childrenslawcentre.org**](mailto:reception@childrenslawcentre.org)

Please ensure that the Employee Monitoring Questionnaire, Reasonable Adjustment Enquiry and Cautions and Convictions Enquiry Forms are returned by separate email and not sent together with your application form. The email address for submitting these documents is: [helenrafferty@childrenslawcentre.org](mailto:helenrafferty@childrenslawcentre.org)

**Children’s Law Centre (NI)**

**PRIVATE AND CONFIDENTIAL**

**Please complete this form by separate email and not together with your completed application form to:** [**helenrafferty@childrenslawcentre.org**](mailto:helenrafferty@childrenslawcentre.org)

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REF: \_\_\_\_\_\_\_\_**

**(for CLC purposes only)**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REASONABLE ADJUSTMENT ENQUIRY**

**Do you have a disability in respect of which you would like the Children’s Law Centre to consider making reasonable adjustment to facilitate you undertaking the post? YES/NO (delete as applicable)**

**If YES please give details:**

**CAUTION OR CRIMINAL CONVICTIONS ENQUIRY**

**Do you have any convictions that are not “protected” as defined by the rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014? YES/NO (delete as applicable)**

**If yes, please give details.**

**“Unprejudiced consideration will be given to candidates who declare cautions or criminal conviction(s) unless their offence(s) is/are manifestly incompatible with the post in question”.**

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|  |

**Children’s Law Centre**

**Employee Monitoring Questionnaire**

**PRIVATE AND CONFIDENTIAL**

**EQUALITY OF OPPORTUNITY REF: \_\_\_\_\_\_\_\_**

**(for CLC purposes only)**

We are striving to become an Equal Opportunities employer. We do not discriminate on grounds of religious belief, political opinion, age, gender, disability, sexual orientation, race, marital or dependant status. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant or

Roman Catholic community

Could you please indicate whether you are: Female Male

If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method which means that we can make a determination on the basis of personal information on this file.

**Note: It** is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to “give false information in connection with the preparation of a monitoring return”.

**Please return this form by separate email and not together with your completed application form to:** [**helenrafferty@childrenslawcentre.org**](mailto:helenrafferty@childrenslawcentre.org)