



JOB DESCRIPTION

Policy Director

The National Care Forum is looking for a passionate and dynamic leader to join our team at NCF and champion our policy work. The role is extremely varied, involves high levels of autonomy and will suit a well networked and driven individual. The role is home based and will involve travel across the UK. If required, an office base is available in Coventry.

The post is full time and permanent. Salary £60K per annum. For more details, please visit the NCF website to download an application.

Closing Date: Midday on Monday 28 January 2019.

Interview Date: 6 February 2019 in London.

For an informal discussion about this role please contact Vic Rayner, Executive Director: vic.rayner@nationalcareforum.org.uk

The NCF Policy Director provides leadership for the strategic direction and operational management of the NCF policy function, to ensure it meets the needs of its members. On a day-to-day basis, this role will take the lead on the NCF's strategic policy work within the not for profit social care sector. The role's main objective will be to positively influence public policy on behalf of the NCF membership by working with national government and sector-specific organisations. The role will also be responsible for engaging with members, parliament, relevant bodies and associations and the wider stakeholders within the social care sector. The successful candidate will also take the lead on funded and collaborative programmes to support key NCF objectives. In addition, as a member of the Senior Leadership Team, the post holder will support the Executive Director in the development of the broader organisational strategy and deputise for the ED as appropriate.

The post holder will carry out the following roles: -

- To take a lead in NCF policy, developing and implementing an effective strategic plan for policy, including short, medium and long-term policy goals
- To provide analysis and recommendations on relevant policy developments, based on a detailed understanding of practice, and to provide informed consultation responses
- To support, develop and strengthen the NCF Forums and membership engagement as a primary means of coordinating and developing NCF policy activity

- To take a lead role in establishing and sustaining effective relationships with central and local government, parliamentarians, policy makers, regulatory bodies and key national organisations to further the aims and purpose of the NCF and the wider social care sector
- To support NCF membership as new local and national integrated stakeholder relationships develop across health, housing and care
- To be an effective lead representative for the NCF and its membership, through the development and delivery of reports, documents, blogs, presentations and commentary to ensure that NCF voice is coherent and accessible to members and external parties
- Develop funding relationships and secure funding for new collaborative policy programmes
- To work with team members in the coordination of promotional events, NCF conferences and other such external programmes
- To support the work of NCF Consult, either through the delivery or supervision of consultancy work to provide services and add value in support of members
- To independently identify, lead and project manage funded programmes, using initiative to ensure these meet stakeholder expectations and demonstrate a robust approach to reporting, communications and engagement
- Gather evidence on the impact of a wide range of issues impacting the social care sector, working in partnership with other organisations, and where appropriate academic partners. This will include highlighting progress and identifying challenges to be relayed to wide range of stakeholders
- Managing and protecting member and customer information in accordance with NCF policy and data protection legislation
- Undertaking such other duties, commensurate with the responsibilities above, as may from time to time be required by the NCF

In order to carry out this role, the successful candidate will need to meet the following essential skills, knowledge and experience: -

- Detailed understanding of the operating environment for social care providers, based on practical experience of delivering care within the UK. This should include a strong background of integrated working across health, housing and care
- Excellent knowledge of the key policy, legislative and regulatory agendas impacting on social care provision across the UK
- Outstanding written, verbal and electronic communication skills
- High level planning and organisational skills to self-manage and plan own workload on day to day basis

- Significant expertise in project management including adhering to timelines, budgets and reporting against outcomes
- Excellent interpersonal skills with the ability to manage and understand the impact of competing pressures and conflicting priorities
- A sustained track record in obtaining external funding and funded work, and successful delivery against agreed stakeholder milestones
- Well networked, with a proven ability to develop and sustain external partnerships, working collaboratively and delivering to organisational expectations
- Proven interest in self-continuous development and learning
- IT literate, with demonstrable knowledge of MS Office and social media applications
- Current analytic and research skills
- Strong commitment to working as a member of a team