

Policy and Advocacy Manager

Job Description

Reports to: Director of Partnerships and Advocacy

Location: Hybrid, with at least one fixed day per week (currently Tuesdays) in Access's office in Old Street, central London

Salary: £ 46,413 per annum (Grade F Manager)

Hours: All flexible working arrangements considered (noting that the scope of the role is such it will require a substantial time commitment – likely equivalent to a full-time role or close to it).

Interview process: Closing date for applications is 16 October via Elwood Atfield and interview dates are expected to be online on 3 & 4 November and 10 November (2nd interview).

Summary

We are looking for an experienced **Policy and Advocacy Manager** to take forward our work with **Central Government** and other **Non-Departmental Public Bodies**.

You will play a critical role in shaping and deepening our relationships with these key partners. By working together, we can expand the support available to community-based charities and social enterprises, helping them become more resilient through enterprise.

About Access

We want to see a social investment ecosystem that works for all charities and social enterprises.

Through our programmes and our advocacy work, we ensure that charities and social enterprises can access the finance they need to sustain or grow their impact.

We target those most in need of patient and flexible investment through:

- Funding enterprise development and blended finance programmes in England.
- Sharing knowledge and data and translating it into practical insight that others can use.
- Mobilising others who share our goal of making capital work for communities.

We are a relatively small but collaborative and dedicated team.

Our values:

- We're part of a much bigger team – we work alongside our partners, strengthening collective efforts to accelerate change

- We are curious, open and honest – our knowledge is for sharing and we don't shy away from difficult questions
- We are not looking for quick fixes – we focus on the deep work of long-term systemic change

What you will deliver (responsibilities)

- **Policy development** - You will lead on developing clear and actionable policy recommendations to Government and relevant NDPBs that expand the funding and support available to charities and social enterprises looking to build their resilience through enterprise.
- **Public affairs** - Advocate for policy and funding models that create long-term, meaningful support for charities and social enterprises. Represent Access at various policy forums, meetings, and events to influence public policy and engage directly with decision-makers such as MPs.
- **Partnership working** - Actively contribute to relevant campaigns, policy forums, and advocacy groups to strengthen Access's influence on policies that impact the social economy and the policy and regulatory environment for social investment.
- **Communications** - Write clear, engaging, and persuasive policy briefs, reports, and position papers to communicate Access's policy priorities to government and other stakeholders. Contribute to Access's wider communications strategy by developing blogs, reports, press releases, and speeches to amplify the organisation's role in shaping public policy.
- **Evidence and storytelling** - Use data, sector insights, and compelling case studies to create narratives that not only advocate for policy change but also strengthen Access's position as a thought leader.

Knowledge, skills and experience

Essential

- Proven experience in policy development.
- Strong understanding of government policy-making processes and experience influencing or shaping policy decisions.
- Ability to develop clear, actionable policy recommendations and translate complex issues into easily understandable language for diverse audiences.
- Extensive experience in public affairs and working closely with government officials, MPs, and decision-makers.
- Proven track record of successfully building and maintaining relationships with a broad range of stakeholders, including government departments and NDPBs.
- Strong analytical skills and the ability to use data, sector insights, and case studies to support policy recommendations and advocacy efforts.
- Ability to identify and use evidence to build a compelling narrative for policy change.
- Experience in developing and using measurement frameworks to track progress and assess the effectiveness of policy and advocacy work.

Desirable

- Familiarity with the challenges and opportunities facing charities and social enterprises seeking to build resilience through enterprise.
- Familiarity with social investment and social enterprises and its policy landscape.

Ways of working

Work alongside and through trusted relationships:

Working alongside our partners, you will build collaborative relationships, leveraging our collective expertise to create lasting change.

Promote power-sharing and stay connected to partners:

Ensure our policy work is informed by communities and local partners and actively opens doors for them to shape decisions.

Reflect and adapt:

Use feedback loops and learning mechanisms to assess whether our policy and advocacy efforts are genuinely adding value and supporting the work of our partners and other stakeholders

Focused on long-term change:

Approach policy advocacy with a focus on sustainability, ensuring that the changes we advocate for create long-term benefits for charities and social enterprises, especially in the most underserved communities.

The first six months

The first six months would focus on **relationship building**, **policy development**, and **laying the groundwork for long-term influence** in the policy landscape, with a strong emphasis on collaboration and adapting to feedback.

- Work closely with the Director of Advocacy and Partnerships to refine **Access's** key advocacy goals.
- Work with the broader Access team and our partners to craft clear, **actionable policy recommendations** for government departments and NDPBs to better support charities and social enterprises.
- **Participate in key policy forums** and advocacy groups related to the social economy and social investment.
- **Regularly report** on progress in relationships, partnerships, and policy influence.

Equal Opportunities

Access is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We are committed to being an inclusive organisation and actively promote equality of opportunity for all. We believe in the value of a diverse workforce and encourage applications from individuals with a wide range of backgrounds, experiences, and perspectives. Selection for roles is based solely on individual merit, talent, skills, and potential.

As a charity, we are dedicated to reflecting the communities and individuals we aim to support. We particularly welcome applications from candidates who share lived experiences or come from backgrounds that align with those we serve. Diversity strengthens our ability to make a meaningful impact, and we encourage all who feel passionate about our mission to apply.

Terms and Conditions and Benefits:

Terms and Conditions

- This role attracts a salary of £46,413/annum based on 1 FTE
- Probationary period is six months
- Notice period three months (on completion of probationary period)

Benefits

- 28 days annual leave, plus 3 days winter closure, per annum in addition to bank holidays (pro-rata for part-time employees)
- Contributory pension (employer contribution of 8% dependent on 4% contribution from employee via salary sacrifice)
- Income protection and life insurance
- Health Cash Plan
- Personal mobile phone usage and working from home allowances
- Enhanced occupational maternity, paternity, adoption and shared parental leave policies
- Cycle to work and travel loans available

Other Benefits

- Bright, modern office in central London location
- Opportunity to allocate five working days per annum to volunteering (FTE)
- Opportunity to attend conferences and events within the social investment ecosystem.
- Opportunity to take a 3 month unpaid sabbatical after 5 years of service
- Up to 5 days of study leave (pro rata), where the studies are relevant to the individual's role at Access and in line with individual's development goals
- Sponsorship of professional membership fees where relevant to the employee's specific role at Access