

JOB DESCRIPTION	
Job title:	Policy and Research Officer
Role purpose:	<p>To influence and inform policy and practice in post-16 education, ensuring that sustainability is embedded within the systems and frameworks that shape the sector.</p> <p>The Policy and Research Officer will gather intelligence, develop evidence-based policy positions, and collaborate with key stakeholders to drive impactful policy change across the UK and Republic of Ireland.</p>
Salary grade:	Grade 5 (£28,081- £30,505) plus 12.5% employer pension contribution
Location:	Home-based within the UK with limited UK/Republic of Ireland travel including some overnight stays
Contract:	Initial 12-month fixed term contract, with possible extension 37 hours a week - 0.8 FTE, 0.9 FTE and flexible working patterns can be considered
Line manager:	CEO
Direct reports:	None
Benefits:	<p>12.5% employer pension contribution</p> <p>Employee assistance programme</p> <p>Homeworkers' allowance</p> <p>24 days' annual holiday (with possible extension scheme), plus bank holidays and Christmas closure</p> <p>Cycle to Work scheme</p> <p>Where needed, home-office equipment</p>
Date last updated:	October 2024

Role summary

We are seeking a proactive and research-driven Policy and Research Officer to shape and advocate for sustainable education policies within post-16 education. The role will involve gathering sector intelligence, identifying policy opportunities, and developing evidence-

based policy positions. You will work collaboratively with EAUC staff, strategic partners, government bodies, sector leaders, and other decision-makers to inform and influence positive policy changes that embed sustainability within the education sector.

It's an exciting time for the EAUC – we're celebrating our 20th anniversary, have recently launched a new strategy and initiated new high-profile projects. We're also investing in our systems, for example, rationalising and modernising our digital estate.

You will be flexible, self-led and able to work remotely and happy to work with colleagues to support wider organisation activities and targets. Our work is rarely linear so you'll also be comfortable in rapidly evolving and dynamic environments.

Main duties and responsibilities

1. Research and evidence gathering:

- Gather and analyse intelligence from across the post-16 education sector, mapping key influences and stakeholders across the UK and Republic of Ireland.
- Ensure all policy recommendations and advocacy efforts are evidence-informed, drawing on our work with members and wider stakeholders.
- Gather and analyse data to aid EAUC articulate our impact to different stakeholders.
- Monitor and evaluate the impact of our policy work.

2. Policy development:

- Develop and maintain clearly defined policy positions and asks, using evidence gathered from sector research, case studies, and organisational projects.
- Conduct research to gather intelligence on emerging issues and trends within the post-16 education sector.
- Respond to relevant government and sector consultations, providing well-researched, evidence-based responses that reflect our vision and priorities.

3. Stakeholder engagement:

- Convene discussions and debates on key policy areas with EAUC members and strategic partners.
- Support the development of impactful partnerships so that EAUC is at the centre of collaborations with educational institutions, policymakers, and industry partners.
- Work collaboratively internally and externally to inform policy and practice both in the UK and internationally.

4. Advocacy and influence:

- Work alongside relevant colleagues to raise the profile and status of the post-16 education sector's role in sustainability action.
- Develop and implement strategies to influence relevant policymakers, leaders and influencers.
- Produce position statements, briefings, and reports to support advocacy efforts.

5. Collaboration with colleagues:

- Work closely with other EAUC colleagues to align our policy work with other organisational priorities and projects, using our collective organisational knowledge to inform our policy work.
- Support the Management Team by providing insights and intelligence to inform relationship building, strategic decision-making and external engagement.

As with all EAUC staff, the role holder is expected to:

- centre equity, diversity and inclusion in your work and that of your team in order to foster culture change
- role model our desired organisational brand, values and behaviours
- ensure that EAUC is a beacon of effective organisational and sustainability practice for our membership and wider network
- undertake any other duties and responsibilities, commensurate with the grade of the post as directed by the line manager, to collaboratively support the organisation and colleagues to achieve shared goals
- actively engage in individual and team professional development activities
- carry out the responsibilities of this role in a resource efficient manner
- adhere to EAUC policies and practices, and actively support and promote the EAUC vision, mission and strategy.

This job description is a guide to the work the post holder will initially be required to undertake. It is expected that the job description will be reviewed regularly by the post holder and their manager and therefore may be changed from time to time to meet changing circumstances.

Personal specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements can be developed and maintained once in post as needed.

Attribute	Essential	Desirable
Qualifications and knowledge	<ol style="list-style-type: none"> 1. At least two years of experience in a policy or research role. 2. Understanding of the post-16 education sector. This could include knowledge of different policy areas, sector bodies, systems and frameworks. 	<ol style="list-style-type: none"> 1. Knowledge of systems thinking and its application in education and sustainability.
Skills and experience	<ol style="list-style-type: none"> 1. Proven track record of developing and delivering evidence-based policy positions. 2. Experience in stakeholder engagement and collaboration, with the ability to build strong relationships with government, sector bodies, and industry partners. 3. Excellent research and analytical skills, with the ability to interpret complex data and evidence to inform policy positions. 4. Strong written and verbal communication skills, with experience producing policy briefings, position papers, and consultation responses. 5. Ability to work independently, managing multiple projects and deadlines. 	<ol style="list-style-type: none"> 1. Experience in sustainability or environmental policy. 2. Experience working with government bodies or within the education sector across the four nations of the UK and/or the Republic of Ireland.
Attributes	<ol style="list-style-type: none"> 1. Strong interpersonal skills, with the ability to influence and collaborate with a wide range of stakeholders. 	<ol style="list-style-type: none"> 1. Keen interest in sustainability and/or education

	<ol style="list-style-type: none"> 2. Highly organised, with strong attention to detail and the ability to manage competing priorities. 3. A proactive and creative approach to problem-solving. 4. Willingness to be flexible and adapt to changing priorities 5. A positive outlook and a professional manner 6. Proactive and creative 'can do' approach to problem solving 	<ol style="list-style-type: none"> 2. A commitment to the EAUC's mission and values, particularly in the areas of sustainability and social justice.
Circumstances	<ol style="list-style-type: none"> 1. The right to work in the UK 2. Willing and able to travel occasionally within the UK and Republic of Ireland 	

Our approach to equity, diversity and inclusion (EDI)

We are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying opportunities to support the tertiary education's own EDI work. You can find out more about our EDI work and progress on [our website](#).

Part of this work is encouraging and enabling greater diversity across our staff, trustees, volunteers and partners. We welcome applications from individuals from a diverse range of backgrounds, age, disability, ethnicity, gender, race, religion and sexual orientation.

We are a [Disability Confidence Committed](#) organisation and committed to fair work and pay.

We recognise that candidates from Black, Asian and Minoritised-Ethnic backgrounds and disabled people are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

We are committed to taking positive action to expand the diversity of our staff team, and if you meet the minimum criteria for a role (100% of the essential experience criteria in the person specification) and are from a BAME background and/or disabled, you'll be guaranteed an interview. It is important to note that this scheme guarantees an interview for candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme – it is an opt-in rather than automatic scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact us to discuss your needs.

We operate an anonymised recruitment process. All identifying details including those relating to protected characteristics are removed by a different member of staff to those that are part of the shortlisting process until you're invited to interview at which stage your name will also be shared. If you have opted-in to our positive action scheme, your CV and covering letter will be shared with the interview panel without it being anonymised first. We use equal opportunity forms in our recruitment process to monitor our success in being accessible to all.

About us

EAUC is the leading body for sustainability in the post-16 education sector in the UK and Republic of Ireland. We've been promoting sustainability in post-16 education for over 20 years. Primarily a membership body, we serve 300 organisations whilst also working to change systems that enable sustainability action.

We're both a charity and a company limited by guarantee and are always not-for-profit.

Our vision

A post-16 education system that creates a world with sustainability at its heart.

Our purpose

We exist to lead and empower the post-16 education sector to embed sustainability in everything it does. We promote holistic whole organisation approaches where leadership and governance, estates and operations, teaching and learning and collaborations are all actively driving sustainability so that we're equipping learners for their lives, being responsible organisations and shaping society for the better.

We do this by:

- Supporting our members to create meaningful sustainability change
- Convening our network to generate solutions to shared challenges
- Creating systems change to establish a more enabling environment for sustainability action.

Our goals for 2030

We know our organisation is built on solid foundations, but we need to increase the scale and pace at which we work. We want to be more ambitious and more impactful, unleashing our potential as a catalyst of transformational change across our sector. By 2030:

1. Our members will be achieving their ambitious sustainability goals
2. All publicly funded post-16 education organisations in the UK and the ROI will be engaged through our work
3. We will provide unparalleled expertise on sustainability in post-16 education
4. The systems and frameworks which shape post-16 education will promote and embed sustainability action

Our values

We are first and foremost values led. Our values set out what you can expect from us, and what we expect from those we work with.

- Collaborative - We foster communities, connect people and work smartly with other organisations.
- Integrity - We are an 'honest broker' of expertise and share not just our successes but lessons learned.
- Ambitious - We focus on impact, stimulating innovation and driving progress across the sector. We strive for excellence.
- Inclusive - We centre equity, diversity and inclusion in everything we do.
- Empowering - We build capacity and expertise.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. We are a fully home-based organisation and we work hard to make sure our staff are well connected to one another, to our members and to the sector.

www.eauc.org.uk