

## PERSON SPECIFICATION

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### Skills, Knowledge and Experience

#### Essential

##### **Experience:**

- Experience in policy analysis, public affairs, or political assistant roles.
- Experience drafting briefings, prospectuses and summary documents.
- Experience analysing quantitative and qualitative data.
- Experience supporting senior stakeholders with briefing materials.

##### **Knowledge:**

- Strong understanding of UK and devolved policy processes.
- Knowledge of regeneration, economic development, or social investment policy.
- Awareness of structural disadvantage in post-industrial communities.
- Understanding of funding mechanisms affecting regional development.

##### **Skills & Competencies:**

- Analytical Ability
  - Strong critical thinking skills.
  - Ability to synthesise complex information.
  - Comfortable interpreting datasets.
- Written Communication
  - Exceptional drafting skills.
  - Ability to tailor writing for political and public audiences.
- Political Awareness
  - Demonstrates sensitivity to political context.
  - Understands stakeholder motivations.
- Organisation & Planning
  - Manages multiple deadlines.
  - Able to organise political events such as parliamentary events and party conference presence.

##### **Travel:**

- A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties, across the UK.
- Willingness to attend political engagement activities/conferences/events as required. This may include occasional evening and weekend work.

#### Desirable

##### **Experience:**

- Experience in regeneration, economic development, and social investment policy.
- Experience working in coalfield or similar communities.

##### **Knowledge:**

- Knowledge of social investment or property-led regeneration.

##### **Skills & Competencies:**

- Industry related degree and/or practical political or advocacy experience.

## **Personal Attributes**

- Highly organised.
- Conscientious with a positive attitude.
- Comfortable working independently and within a team.
- Values-driven and aligned with CRT's mission.

## **Positioning Within CRT's Structure**

The Policy Officer political and socio-economic analysis within External Affairs Team.

The role ensures:

- The CRT is aware of current developments in regeneration, economic development and social impact policies from the UK, Scottish and Welsh Governments as well as English Strategic Authorities.
- The CRT is promoted effectively to key political stakeholders to achieve our income generation aims and successful delivery of the CRT strategy.
- The CRT organises impactful and engaging political and stakeholder events to achieve our income generation aims and successful delivery of the CRT strategy.

It enables the Senior Leadership Team to ensure CRT's regeneration delivery and community wealth building property model is underpinned by robust socio-economic analysis and public affairs work.