

JOB DESCRIPTION

Job Title	: Policy Officer
Reporting to	: Head of External Affairs
Supervision/Management of people	: N/a
Based at	: Head Office
Delivery Areas	: UK-wide (expectation of regular contact time in CRT's national office locations)
Salary	: £37,777
Benefits	: Contributory pension, generous holiday entitlement & wellbeing offer

Purpose of the Post

The Policy Officer is responsible for strengthening CRT's influence and credibility through political analysis, political event support and data evaluation aligned to agreed organisation-wide priorities.

The role ensures that CRT's regeneration delivery and community wealth building property model is underpinned by robust socio-economic analysis and public affairs work aligned to the External Affairs Strategy.

This postholder plays a critical role in translating lived realities in former coalmining communities into policy insight, strategic briefings, and persuasive advocacy materials.

You will be part of a dynamic External Affairs team working to identify opportunities and promote the CRT to key stakeholders in order to achieve funding and support direct delivery in order to benefit people living in coalfield communities.

The role involves working closely with colleagues within the External Affairs team and building strong relationships with staff across the CRT and external contacts.

Key Responsibilities:

Policy Monitoring & Political Intelligence

- Monitor legislative, funding, and political developments across UK Government and devolved administrations.
- Provide horizon-scanning reports identifying risks and opportunities for coalfield communities.
- Produce structured briefings for Senior Leadership Team (SLT) and Board on regeneration, economic development, and social investment policy changes.
- Track regeneration, economic development, and social investment policies.

Socio-Economic Analysis

- Analyse socio-economic data relating to coalfield areas.
- Analyse reports from UK and devolved administrations, think tanks and research organisations to identify how these impact coalfield communities.
- Work with the Impact & Data Manager to align programme outcomes with national data trends.
- Develop evidence demonstrating the impact of CRT's industrial unit model on SME growth and local job creation.

Advocacy Support

- Prepare ministerial briefing notes, parliamentary materials and associated documents for meetings with politicians and officials.
- Develop targeted politically relevant and engaging documents to encourage political and official support for the CRT's property and charitable model.
- Support preparation for senior-level stakeholder meetings.
- Support the Head of External Affairs in the development of a network of supportive organisations across coalfield communities.

Thought Leadership & Events

- Contribute to annual impact reports and publications produced by the CRT External Affairs team.
- Develop briefings on major regeneration, economic development, and social investment initiatives that contribute to the regeneration of coalfield communities.
- Jointly with the Communications Officer to organise and manage the delivery of UK-wide CRT political events which are led by the External Affairs Team
- Support other CRT teams with political event organisation as directed by the Head of External Affairs.

Cross-Team Collaboration

- Work with the Communications Officer to translate analysis into public-facing briefings and content.
- Support the CEO and Heads of Nation with national/regionally specific regeneration, economic development, and social investment policy intelligence.
- Ensure work aligns with CRT's Organisational Strategy and External Affairs Strategy.

Main Requirements of the Post

Creativity & Innovation – Regular use of creative skills to resolve routine problems; interpreting general guidelines when required.

Contacts & Relationships – Routinely exchange information and provide clear explanations/advice on specialised matters; tailoring the communication accordingly without lessening comprehension. Use specialist knowledge to identify the best course of action, weighing pros and cons and clearly explaining the reasoning behind the proposed course of action.

Situations encountered generally involve a certain level of complexity or are contentious, and involve influencing/persuading contacts to the required course of action. The outcome can have a material effect on the person, service or organisation contacted.

Decisions – Make decisions from established alternatives within clearly defined controls / procedures for the area of work, which will have a limited effect on staff and can be readily amended, if necessary. Prioritise work and provide detailed advice to others. Resolve routine problems encountered within the role, only referring problems, which are unusual or difficult.

Resources – Accountable for the use and safekeeping of data systems, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands - Able to occasionally switch from one task to another in different area of work and on rare occasions resolve conflicting priorities/resource needs arising from budgets and staffing resources.

Knowledge & Skills – Detailed level of knowledge and skills in a specialist discipline to undertake a range of involved tasks within the external affairs department.

Authorities of the Post

The CRT's Senior Leadership Team has assigned authorities' for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.