

Job Description

About the role	
Job title	Interim Policy and Projects Lead (12-month FTC)
Reports to	Director of Strategic Learning, Insight and Influence
Salary	£37,000 per annum
Hours	Full-time post, 35 hours per week
Location	Hybrid (40% of time in our central London offices)

Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. Upon his death in 2001, he left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Arts Education
- Nurturing ideas and people

Our values are important to us and we work to and carry them through all our activity.

Role Overview

Paul Hamlyn Foundation supports individuals and organisations to build a just society where everyone can realise their potential, especially young people. This is an exciting role at the heart of the Strategic Learning Insight and Influence team, helping to bring intelligence to the Foundation and make partnerships.

We are looking for an individual with experience of influencing policy, generating research and/or analysis, and a working knowledge of civil society and/or the independent funding landscape. This is a fixed term position for 12 months. For the right candidate the post could be offered part-time and/or on a secondment basis.

Purpose of the Role

This interim role strengthens the Foundation's influencing work by providing high quality policy insight, strategic support, and external engagement. Working within the Strategic Learning, Insight and Influence (SLII) team, the postholder will help ensure the Foundation is well informed about the policy landscape affecting our mission and priority areas: young people, migration, education and social justice.

The role is highly outward facing, supports cross Foundation collaboration, and plays an important part in advancing our commitment to Justice, Equity, Diversity and Inclusion (JEDI).

Who will I report to?

You will report to the Director of Strategic Learning, Insight and Influence

Who will I line manage?

None.

What other key internal relationships will I have?

You will work closely with colleagues in the Strategic Learning, Insight and Influence team, the Grants Team, the Director of Grants and the Chief Executive.

What level of budget responsibility will I have?

Not applicable.

Main Responsibilities

Values

- Alignment with the values and aims of the Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, to tackling disadvantage, fighting prejudice, supporting youth voice and participation.

Influencing and external insight

- Undertake horizon scanning to identify key trends, risks and opportunities relevant to the Foundation's strategic priorities.
- Provide policy intelligence, analysis and briefings for the Senior Leadership Team, Trustees and colleagues.
- Support the design and delivery of the Foundation's influencing and advocacy work, including convening stakeholders, preparing materials, and coordinating joint planning, research or advocacy with external partners.
- Maintain systems for tracking influencing activity and monitoring external developments.

Strategic communications and planning

- Contribute to strategic communications and planning in collaboration with the Communications team and SLT.
- Develop clear messages and evidence-based narratives that strengthen the Foundation's external profile.

Research, evidence and consultation responses

- Conduct desk research and synthesise internal and external evidence to inform decisions.
- Draft policy responses to public or government consultations aligned with the Foundation's strategy.

Cross foundation collaboration

- Support cross team learning by designing and delivering learning activities and events.
- Work collaboratively across SLII and the Grants Team to share insight and strengthen organisational effectiveness.

Grant relationships

- Manage a small number of existing grant relationships and take forward a limited number of new grants, receiving training on relevant systems as required.

Partnerships and external relationships

- Build and maintain relationships with key partners, including participation in coalitions and sector networks aligned with PHF's strategy.
- Contribute to internal and external projects where policy expertise is required.

Person Specification

We recognise that this person specification is extensive, and you may feel you do not meet all the criteria. We are open to adjusting the role and how it is delivered to enable those from a broad range of backgrounds and lived experiences to apply.

If you are interested, please apply even if you do not meet all criteria. Please note we are unable to offer VISA sponsorship.

Skills, knowledge, and experience

- Experience working in a national or regional policy and/or advocacy environment.
- Proven ability to prepare high quality policy briefings and analysis for senior stakeholders.
- Understanding of corporate communications and how to tailor messages for different audiences.
- Strong analytical, research and writing skills.

Behaviours and ways of working

- Effective relationship builder with the ability to work collaboratively.
- Ability to communicate complex issues clearly and succinctly.
- Commitment to the Foundation's values and to embedding justice, equity, diversity and inclusion principles in all work.

Desirable

- Experience in convening or supporting cross organisational collaborations
- Experience managing grant relationships

Terms and conditions

- Salary circa £37,000 pa
- 25 days leave per annum, plus statutory holidays.
- The Foundation will contribute a sum equivalent to 10% of your basic annual salary to the group pension scheme (Aviva) and will match up to an additional 2.5% (optional) of your contributions from the date your employment begins.
- Life Income Protection and Life Assurance Scheme available from the date your employment begins.
- Private Medical Insurance with BUPA (once probation is complete)
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm. Some flexibility is required from team members around evening work and travel to and from events and meetings.
- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. The contractual place of work for this role is 5- 11 Leeke Street, London WC1X 9HY.
- We are open to discussing flexible working arrangements.