



Role description: Policy and Research Officer

Employment status	Fixed term contract (subject to completion of 3 month probation)
Length	1 year
Hours	14 hours per week
Salary	£27,000 per annum pro rata (0.4 FTE)
Location	London
Reports to	Director
Leave	24 days, pro rata
Benefits	5% pension, access to cycle to work scheme (both after probationary period)

About R&RA

Our vision

For better quality of life of older people needing care

Our mission

The Relatives & Residents Association (R&RA) champions the rights of older people needing care in England. We provide information, advice and support to empower older people and their families/friends, and use their unique perspective to raise awareness and to influence policy and practice.

Our values

Compassionate We listen, we care, we don't judge

Supportive We inform, we advise, we empower

Inclusive We are open, we are accessible, we give voice

Versatile We are resourceful, we are adaptable, we are responsive

Independent We are dependable, we are trusted, we are expert

About the role

Do you have experience of working in policy or research? Are you passionate about using your knowledge of social care to improve the lives of older people? Join our team!

This is a new role, as we look to increase our capacity to undertake policy work and to ensure our wider work is underpinned by sound research. The role has two elements:

- Research: including monitoring legal developments and undertaking ad hoc research tasks to support our helpline, campaigns and other work
- Policy: including lobbying on reform of social care, monitoring the social care policy landscape and drafting responses to policy opportunities

You would be at the heart of R&RA's policy and research work. You would report directly to the director and work alongside colleagues who are experts in their field, with opportunities for co-learning. You would work closely with this team to support our wider work through research and ensure our policy work aligns with our helpline service, campaigns and projects. You would join a small, dedicated, friendly team at an exciting period of change for the organisation as we undertake a programme of transformation (including reviewing our brand and creating a new website).

The ideal candidate will be a positive, can-do person, with a passion for championing the rights of older people needing care, and an enthusiasm for using your policy and research skills to affect change.

We value equality and diversity in our organisation. We welcome applications from everyone.

Role description

Responsibilities:

- Monitoring the legal and policy landscape and writing briefings to keep the team updated on relevant social care developments
- Developing own networks of contacts and lobbying to help achieve R&RA's strategic priorities
- Identifying relevant policy opportunities (consultations, inquiries etc.) and advising the director which to prioritise for response
- Helping to draft policy positions and responses
- Undertaking ad hoc research on social care issues arising on R&RA's helpline and writing briefings for the team
- Monitoring social care news to keep the team updated
- Representing R&RA at relevant meetings and events
- Assisting with communications, including helping to manage R&RA's social media accounts, updating the website, drafting content for newsletters, drafting summaries of legal or policy developments for our user/supporter base
- Assisting with campaigns, including helping to draft campaign materials on legal or policy issues
- Working closely with team members to ensure policy work aligns with services, programme and campaign work
- Undertaking other duties that may be necessary from time to time

Person specification

Essential criteria:

- A commitment to R&RA's vision, mission and values
- Experience in a policy or research role
- Knowledge and understanding of the adult social care sector and policy areas
- Interest in, and ability to learn about, adult social care law and regulation in England
- Excellent research skills and understanding of research methods and analysis, including data and statistics
- Ability to analyse, summarise and translate complex information, including research reports, policy documents and legislation
- Excellent oral and written communication skills and the ability to communicate clearly to a range of audiences
- Excellent interpersonal skills, including diplomacy and persuasion

- Excellent organisational skills and ability to prioritise competing tasks and deliver them to tight deadlines
- Experience of working independently and maintaining motivation
- Experience of working effectively as a member of a small team and a positive, problem solving approach
- Excellent IT skills, including internet research, and good knowledge of Microsoft Office programmes
- A strong commitment to equality and diversity

Desirable criteria:

- Sound knowledge of adult social care law and regulation in England
- Experience of working with older people
- Direct or indirect experience of adult social care
- Experience of working for a small charity
- Experience of working part-time in a fast-paced environment
- Working knowledge of WordPress

More information

For information about our staff team and board of trustees, see the R&RA website [here](#).

Information about our three year strategic plan is on our website [here](#).

“Leading the small, dedicated, friendly team of staff and volunteers is a real privilege. With our impact and reach growing, the spotlight on the care sector and social care reform on the horizon, now is an exciting time to join us. We are looking forward to welcoming a new member to the team.”

Helen Wildbore, director of R&RA

How to apply

To apply, please write to our director, Helen Wildbore. Your letter should explain how you meet the criteria listed in the person specification above. This letter will be used to shortlist candidates. Letters should be no longer than 3 pages. Applicants may also submit a CV. Please send your letter to info@relres.org by 7 December at 9am. Interviews will take place (via video conference) on 15 December (time to be confirmed with shortlisted candidates).

As a small charity, unfortunately we will be unable to reply to all candidates about their application. If you haven't heard from us by 14 December, please assume that your application has not been shortlisted on this occasion.