



# Prisoners' Education TRUST

## JOB DESCRIPTION

<b>Post:</b>	Head of Policy
<b>Salary:</b>	£48,300
<b>Location:</b>	The Foundry, 17 Oval Way, Vauxhall, SE11 5RR
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	A team of four staff including three direct reports: - Media, Communications and Alumni Manager; - Policy and Research Officer; - Project Management Officer; The role will also be responsible for volunteers, as necessary and appropriate.

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### Purpose of the post

**Our vision:** Prisoners' lives transformed through learning

**Our mission:** Every prisoner a learner, every prison a place to learn

Prisoners' Education Trust (PET) exists to help prisoners transform their lives through learning. Championing prison education, amplifying learners' voices, encouraging collaboration and promoting improvements in evidence-based policy and practice are key components of PET's strategy for which this role is accountable.

### Key areas of responsibility

These include:

- Leading the secretariat for the Prisoner Learning Alliance (PLA) of member organisations from the prison learning sector to play a key role in promoting best practice and holding Government to account for how it implements developments in prison education;
- Communicating key messages both externally to the general public, to PET's key stakeholders and partners and within the organisation;
- Developing and enhancing our engagement with prisoner learners and alumni so that we promote learner voice and develop our policy positions and services through co-production;

- Maintaining and enhancing PET's networks with universities in order to focus the research agenda to support improvements in prisoner learning, and to promote opportunities for prisoners to continue learning journeys after release;
- Supporting PET's strategic development as a member of the Senior Management Team; with particular regard to developing and promoting PET's values around Equality, Diversity and Inclusion and putting the prisoner learner at the centre.

## Person specification

### Essential

- A leader with the enthusiasm to grasp opportunities and make a difference.
- Policy, advocacy and campaigning skills and experience.
- Ability to communicate effectively both verbally and in writing to different audiences.
- Ability to commission, marshal and present research and other evidence in support of policy arguments.
- Understanding of social policy evaluation and research methods to gather evidence and demonstrate outcomes.
- Collaboration skills in working with others to develop policy positions and arguments.
- Experience of participatory work with service users to develop policy positions.
- Knowledge of the criminal justice system and an active interest in working with prisoners.
- Experience in managing a work programme and budgets.
- Experience of line managing, supporting and developing team members.
- Flexible, proactive and able to work cooperatively.
- Strong commitment to equality, diversity and inclusion.

### Desirable

- Experience of parliamentary work or public affairs.
- Knowledge or experience of the criminal justice related voluntary sector.
- Experience of presenting and promoting policies on broadcast media, at conferences etc.
- Experience of development and implementation of communication strategies.
- Experience of fundraising for policy work.
- Knowledge of the political and policy context of prisons and / or of FE/HE and skills policy.
- Experience of the operation of a membership programme.
- A relevant postgraduate qualification.

## Summary terms and conditions of employment

1. This is a permanent full-time contract.
2. Holidays: 25 days a year + bank holidays.
3. Salary: £48,300
4. Contractual enrolment into a company stakeholder pension scheme with a 5% pension contribution paid by PET after three months.
5. Enhanced maternity and sickness pay.
6. Death in service benefits.
7. Notice period: 3 months.

We welcome applications from candidates with lived experience of the prison system.

If you have any queries, please contact Rod Clark: [rod@prisonerseducation.org.uk](mailto:rod@prisonerseducation.org.uk), 020 3 752 5682