

Job title	Senior Policy Officer	Department	Strategy and Engagement
Job holder	vacant	Reports to	Head of Policy and Public Affairs
Job type	Full time, 12 month fixed term contract	Date created:	November 2025
Job aim	To deliver policy analysis and synthesis within our strategic review priorities and to support the Policy and Public Affairs team to deliver impact and influence amongst a broad range of stakeholders.		
Resources	Staff reporting to this post: None Responsibility for budget: Some responsibility for budgets around individual projects		
Responsibilities			
Policy			
	• Contribute to thinking and development of prioritised policy areas with within our strategic review. • Produce external policy outputs based on our funded evidence. This might include reports, briefings, consultation responses, letters and web content. • Produce internal briefings on key policy issues for senior colleagues, and teams across the organisation. • Horizon scan and monitor forthcoming legislation, policy agendas and changing regulatory frameworks to identify opportunities or risks. • Build and maintain stakeholder lists around key policy priority areas. • Plan systematic engagement with policy influencers – for example government departments and policy networks. This may include devising and organising meetings and events as appropriate. • Develop and strengthen new and existing relationships with policymakers, parliamentarians and other stakeholders. • Synthesise findings and recommendations from Nuffield-funded research on key topics.		
Parliamentary affairs			
	• Monitor parliamentary activity including debates, questions and bills to identify opportunities to contribute to public policy. • Build relationships with individual MPs, Peers, research and information officers, libraries, advisory and select committees, POST, APPGs and other relevant contacts to build the awareness and influence of the Nuffield Foundation.		
Publications and media			
	• Write and produce written materials such as topic-specific briefing papers, presentations, social media and blog posts. • Work closely with the communications teams across the Nuffield Foundation to advise on the use of wider media to influence policymakers.		
General contribution to the Nuffield Foundation			

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| | <ul style="list-style-type: none">• Ensure that work is integrated with the Foundation's other communications activities and project work.• Work with the Policy and Public Affairs Manager to ensure impact is appropriately monitored and recorded.• The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested. |
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Person specification – Senior Policy Officer	Essential (E) or Desirable (D)
Knowledge, Skills and experience	
Experience of working in a policy and/or a public affairs role	E
Excellent understanding of the political climate and mechanisms of UK political system.	E
Knowledge of social policy issues	
Excellent verbal and written communications skills	E
Experience of writing and producing written publications for a variety of audiences	E
Demonstrable ability to read, digest and synthesise academic research	E
Experience of using databases	D
Experience of event planning and organisation	D
Personal Qualities	
Ability to work across multiple projects and manage a varied workload, to prioritise and work to deadlines	E
Self-motivated: able to work on own initiative	E
Ability to work well as part of a small team	E
Proactive at communicating questions, ideas and concerns	E
Works collaboratively with teammates and members of cross-functional teams lending support where required	E
Regularly seeks constructive feedback from other team members	E
A commitment to equality, diversity and inclusion	E
Ability to work with a diverse range of stakeholders in a collaborative way, making sure to treat internal and external partners with respect and being highly communicative and responsive to partner needs	E
Strategic and tactical thinker, with a good antenna for impact, able to spot opportunities, gaps and positioning	E
An interest in social policy and the mission of the Foundation	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E