

Policy and Public Affairs Co-ordinator – Job

Description

Role information

Department: External Affairs

Job Title: Policy and Public Affairs Co-ordinator

Grade: D

Responsible to: Head of Policy and Public Affairs

Date: December 2025

Purpose of the job:

Monitoring Government strategy and policy developments, briefing on their implications for Family Fund, families, children and young people; drafting responses to consultations and contributing to public affairs and external media activity/campaigns. The role involves co-ordinating and contributing to Government engagement activity.

The role will also support work to engage families in our policy and public affairs activity.

Duties and responsibilities

Policy and Policy Development

- Gather information about emerging policy and legislation that may offer development opportunities and/or impact on children, young people and their families, and communicate this across the charity.
- Co-ordinate cross-departmental input and draft authoritative written evidence for consultations and stakeholders.
- Assist the development of policy positions for organisation wide use.

- Ensure the voice of families caring for disabled children and young people is present in every aspect of Family Fund’s policy work.
- Keep up to date with disability and special educational needs, disability rights, children’s rights, and the policy landscape relating to our priority policy areas (financial security, breaks, play /sport and digital inclusion).

Government Engagement and Reporting

- To help deliver Family Fund’s public affairs strategy across the UK, developing and maintaining internal systems and processes to support the development of strong and effective external relationships.
- Work with the Head of Policy and Public Affairs and the nation-based Policy and Public Affairs Managers to ensure a co-ordinated approach to our parliamentary work maximising our impact across the UK.
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- Ensure the views of our stakeholders are fully reflected in Family Fund’s parliamentary activity.
- Ensure that colleagues meeting key external contacts are thoroughly briefed and appropriately supported.
- Support the Head of Policy and Public Affairs in monitoring and internal reporting of Government engagement/public affairs activities.

External Media Activity/Campaigns

- Ensure the involvement of our audiences and stakeholders at all stages of policy and campaigns planning, research and implementation.
- Liaise with Communications team to provide policy input to external media activity/campaigns and ensure alignment with public affairs priorities/plans.

General

- Carry out appropriate duties as required supporting the operational management and strategic direction of Family Fund.
- To attend meetings and training sessions as required.
- To participate in cross-functional projects as appropriate.

Person specification

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Experience

Essential

- Report writing for different audiences.
- Undertaking policy related work.
- Managing a diverse workload.

Desirable

- Direct work experience with disabled children and their families.
- Preparing responses to Government consultations.

Skills, knowledge, and abilities

Essential

- Fully competent in Microsoft Office.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Accurate and high-level document presentation skills.
- Analytical and reasoning skills.
- Ability to work effectively as part of a team.
- Ability to meet deadlines and performance targets.
- Ability to manage workload and prioritise.

Desirable

- Knowledge of UK legislature and policy making institutions and processes.
- Knowledge of the social model of disability.
- Knowledge of legislation and Government policy affecting disabled children and their families.

Education/training

Essential

- Degree in a social science (or equivalent qualification) or equivalent evidenced experience.

Desirable

- Social policy related qualification.

Personal attributes

Essential

- Self-motivated and reliable.
- Committed to continuous professional development.
- Takes ownership of work-related problems.
- Supportive of colleagues.
- Flexible and resilient to changing work patterns and conditions.

Desirable

- Understands the impact of disability on family life.