

Policy and Development Manager (full-time; central London; permanent)

Salary: £30-£40k (depending on experience)

Reporting to: Chief Executive Officer

Who we are: CVAA is the Consortium of Voluntary Adoption Agencies, a charity based in London and working on policy and practice development in the adoption system. Our aims are to improve the adoption system across the UK and help our members develop the quality of the work they do for children, adoptive and birth families.

We are a small team, with an increasing reputation and public profile as an organisation providing innovation and leadership in the field of children's social care. Over the past three years we have managed millions of pounds of Government funding, led practice-sharing across the country, developed our services to our members and influenced the development of adoption policy and funding.

Using the expertise of our members who deliver critical front-line services, and who best understand what makes a difference to children and families, is what makes our policy work strong. As one of the leading partners in the national Adoption Leadership Board, we have delivered policy support services under a grant agreement from the Department for Education for around two years and will be continuing with that role during 2018-19.

What we are looking for: we want to recruit a new **policy and development manager** to lead CVAA's policy function, work on cross-system policy issues as part of the team supporting the Adoption Leadership Board and develop the service and support we provide to adoption charities across the UK. The role will include the following tasks and areas of responsibility:

Policy development: this area of responsibility will involve:

- Leading the development of policy by identifying policy problems from data and soft intelligence and using policy and strategy tools to identify workable solutions;
- Developing the ways that members can engage in CVAA's policy work to make the most of their expertise – including through formal governance processes and working groups;
- Developing and leading our public communications on policy issues;
- Supporting the Chair of the Adoption Leadership Board (ALB) to lead the Board in a collaborative and consensual manner; and
- Bringing experts together to understand problems and propose policy solutions in the adoption system – in support of the Chief Executive, the Adoption Leadership Board; and the members of CVAA;
- Working closely with CVAA's data services manager so that policy work is informed by data, and so that policy priorities inform our data analysis.

Management responsibilities: the post-holder will be part of CVAA's leadership team and work flexibly with the CEO to:

- Manage a team of three business and policy officers working across the organisation, deploying them flexibly to meet the needs of the business;
- Developing and managing plans and keeping track of our work;
- Reporting to the CVAA Board on progress in delivering our strategy and priorities and to the DfE against the requirements of our grant funding for the ALB;
- Supporting the CEO and Finance Manager in recording and reporting financial information, ensuring spending is value for money and within budget.

Development of CVAA:

- Supporting the CEO to develop our services, and to attract new members and subscribers;
- Overseeing the delivery of our programme of practice and policy and briefing events for members;
- Supporting the CEO in other areas as the need arises.

Successful candidates will offer all the following:

- Policy skills – proven experience of developing policy ideas in response to system issues;
- Management skills – experience of developing staff and getting the best out of a team;
- Numerate and confident in interpreting data and evidence;
- Be good with people and enjoy working as part of a team;
- Personally credible and confident with senior stakeholders;
- A self-starter, able to get things done independently;
- Organised with strong planning skills;
- Excellent written and verbal communication skills;
- Educated to degree level;
- Interested in adoption and children’s social care and excited by the opportunity to work for an organisation that is trying to improve the life chances of children who have had a challenging start to life.

Where applicable we would also be interested in hearing about your experience of communications and public affairs; of managing budgets; and of designing and running successful events and conferences.

To apply: initial application is by way of a CV and a one page covering letter explaining your interest in the role, how you meet the person specification and your current salary and preferred hours of work, to PACT_HR@pactcharity.org. PACT is running the recruitment process on behalf of CVAA.

The closing date for applications is 12.00pm Friday 13th April 2018. Interviews will be held the week of the 23rd April 2018. Please contact Sam Ward (Recruitment and Volunteering Manager at PACT: 0118 402 1706) if you have any questions or to arrange a time for a pre-application informal phone conversation.

Some background:

About CVAA

CVAA is a UK-wide collective of organisations that aims to increase excellence in the adoption system. We work flexibly and collaboratively, maximising our influence by ensuring our work is evidence-based and enriched by understanding of data and practice. We are independent of any individual providers, and in a competitive market we provide a co-operative forum for drawing together the best of the adoption system's intelligence, expertise and innovation.

About the Adoption Leadership Board

The Adoption Leadership Board was established in 2013 by local authorities, the voluntary sector and by Government, to lead reform to the adoption system. Now chaired by Andrew Christie CBE, the Board brings together the key national players to tackle the challenges facing the system, drawing on a rich data set and intelligence from regional adoption boards. On behalf of the Board and funded by Government, CVAA undertakes data analysis for almost 200 agencies; and draws insight to inform national policy and support local and regional delivery.