



Job Description

Job title: Policy and Research Director

Line Manager: Executive Director

Role Purpose:

The Policy and Research Director will provide leadership to a committed team of professional researchers working across all areas of national and domestic policy where the Church is able to contribute and have a positive influence. The role lead and coordinate close collaboration between internal expertise and partnership with external sources of knowledge and expertise to ensure that Bishops are provided with evidenced research to support their policy and positions on a broad range of national and international political and social justice issues.

The role will contribute towards the proclamation of the love of Jesus Christ being the golden thread which motivates all the work of the Secretariat and permeates every aspect of the work of supporting the Bishops' Mission.

Key Responsibilities:

- To lead the Policy & Research Directorate and to contribute as a member of the CaTEW Senior Management Team.
- To lead research and development of position statements on a wide range of projects using a range of different research methodologies.
- To provide information and analysis on domestic and international issues in the form of written and oral briefings to colleagues, Bishops, partners and other stakeholders, based on research evidence.
- To maintain detailed awareness of political and social changes to ensure that the policy voice of the Church remains relevant to the lived experience of people in England and Wales and internationally.
- To make presentations and representations on behalf of and alongside Bishops.
- To work in close collaboration with Partnership team colleagues to ensure that the bishops are heard as a consistent and collegiate voice externally.
- To work in partnership with the agencies and aligned organisations of the Bishops' Conference of England and Wales, drawing upon their knowledge and insight.
- To build effective relationships with relevant Parliamentarians based upon trust, respect and reputation for delivering well informed submissions, drawing upon evidence-based data.
- To draw upon the different perspectives of the diverse organisations that contribute to the Catholic landscape in England and Wales to colleagues formulate and delivering effective policy and practice with Bishops.
- To ensure that the Church is experienced as informed and appropriately involved in national and international affairs by Whitehall and Cardiff departments, Ministers, MPs and MSs, special advisers and other relevant people.
- To work collaboratively with Secretariat colleagues to continuously improve knowledge of Church teaching across England and Wales, in the context of the lived experience of people.
- To work closely with the Communications team to maximise the impact of our messages and progress our objectives.
- To develop an understanding of the contribution the Catholic Church in England and Wales makes as part of the Universal Church both to other Bishops' Conferences and the Holy See.
- To recruit, motivate and develop talented people to continuously enhance the capability of CaTEW in responding to the bishops' priorities to support dioceses.
- To work with colleagues across CaTEW to provide professional excellence across all disciplines in support of the bishops and their defined mission;
- To support the Parliamentary and Policy Internship programme and the Young Professionals' Network.
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Person Specification

Essential:

Competency	Criteria	Assessment
Broad and deep knowledge and leadership experience of working with the Catholic Church in effective partnership with clerical and lay colleagues	<ul style="list-style-type: none"> Demonstrates passion for Catholic Social Teaching and the work of the Catholic Church's mission in England and Wales 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong academic background and ability to draw upon highly developed theological thought and established Church teaching	<ul style="list-style-type: none"> Can demonstrate a sound academic base in theology or relevant subject 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates ability to assimilate Church teaching into national and international social and political policy positions.	<ul style="list-style-type: none"> Can provide examples of drawing upon sound research to develop balanced policy positions. 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong track record engaging with the leadership of the Church and partners to develop complex and sensitive social justice policy	<ul style="list-style-type: none"> Evidence of engaging with relevant Catholic leadership, including Bishops and senior people across Catholic agencies and charities 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong record of developing and communicating complex policy positions with authenticity and knowledge in a broad range of settings	<ul style="list-style-type: none"> Broad and deep understanding of parliamentary process in English and Welsh parliaments and academia. 	<ul style="list-style-type: none"> Covering letter CV Interview
Thinks and works systematically and analytically, making and delivering outcome driven policy	<ul style="list-style-type: none"> Provides examples of positive strategic and tactical outcomes with supporting evidence 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates significant experience of agreeing and achieving performance against budgets	<ul style="list-style-type: none"> Provides examples of agreeing budget setting timetables and achieving performance against budget 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working in partnership with peers to deliver improved policy	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a collaborative relationship building style with colleagues and stakeholders	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Summarises and communicates information effectively to colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Interview