



Job title: Policy and Research Analyst, Catholic Trust of England and Wales (CaTEW)

Line Manager: Policy and Research Director

Role Purpose:

The Policy and Research Analyst will undertake research across a range of national and international policy areas with which the Church engages. The role will draw upon the knowledge of experts from a variety of fields to develop policy and position statements rooted in Church teaching and the lives of the people of God.

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

Key Responsibilities:

- To undertake research, develop position statements and provide information and analysis on domestic and international issues in the form of written and oral briefings to colleagues, bishops, and others.
- To maintain awareness of political and social changes to ensure that the policy voice of the Church remains relevant.
- To make presentations and representations on behalf of and alongside Bishops.
- To work in close collaboration with Partnership and Public Affairs, Communications, and Mission teams 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 draw upon the different perspectives of Catholic and other organisations in order to formulate effective policy with Bishops.
- 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 work with colleagues across CaTEW to provide professional excellence across all disciplines in support of the Bishops and their defined mission;

Person Specification

Essential:

Competency	Criteria	Assessment
A First or 2:1 undergraduate degree	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Demonstrates an understanding of working with the Catholic Church and sympathetic to its teachings	<ul style="list-style-type: none"> Demonstrates commitment to the application of Catholic Social Teaching nationally and internationally 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates the understanding the difference between developing policy within a Church secretariat and advocating within an activist organisation.	<ul style="list-style-type: none"> Can articulate a sensitive understanding of the role of developing policy on behalf of the Bishops' as a collegiate Church body 	<ul style="list-style-type: none"> Covering letter Interview
Demonstrates ability to assimilate Church teaching into national and international policy positions.	<ul style="list-style-type: none"> Can show awareness and understanding of political, social, and economic situations both in the UK and internationally 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates an ability to engage with church leaders and partners to develop complex and sensitive social justice policy	<ul style="list-style-type: none"> Evidence of engaging with senior leaders across a range of organisations 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a record of developing policy positions in a range of settings	<ul style="list-style-type: none"> Understand parliamentary process in English and Welsh parliaments 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates experience of 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 flexibly and collaboratively with colleagues and others to deliver improved policy	<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

Desirable:

Post-graduate degree