



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

Line Manager: Executive Director

Role Purpose:

The Policy and Research Analyst will undertake research across a diverse range of national and international policy areas with which the Church engages. The role will draw upon the knowledge of experts from a range 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 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 undertake research and develop position statements on a wide range of projects.
- To provide information and analysis on domestic and international issues in the form of written and oral briefings to colleagues, bishops, and others, based on research evidence.
- 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 team colleagues to ensure that the Bishops are heard as a consistent and collegiate voice externally.
- To contribute towards the Church's role in public life supporting the Partnership and Public Affairs team work with Whitehall and Cardiff departments, Ministers, MPs and MSs, special advisers and other relevant people.
- To support the Parliamentary and Policy Internship programme and the Faith in Politics Network.
- 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 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 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 in a relevant subject | <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 an enthusiastic awareness of the potential for social justice to contribute positively to the world | <ul style="list-style-type: none"> Can speak with awareness and understanding of political, social and economic situations within the UK and internationally. | <ul style="list-style-type: none"> Covering letter Interview |
| Demonstrates the understanding the difference between developing policy within a Church secretariat and advocating within an activist or campaigning 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 social and political policy positions. | <ul style="list-style-type: none"> Can provide examples of developing and sustaining professional relationships with academia, agencies, and charities across and outwith the Catholic environment | <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 strong record of developing complex policy positions with authenticity and knowledge in a diverse 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 |
| 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 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 in partnership with peers and senior colleagues 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, clergy, 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 |

Desirable:

Post-graduate degree