

A blue-tinted photograph of three young people. Two girls stand in the background, and a boy is in the foreground. They are all smiling. The background has some faint, large letters like 'KIN', 'YO', 'RIO', 'ER', 'OU', 'S.C', and 'F'.

Policy & Public Affairs Manager Information Pack

children's law centre

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Introduction

Dear Candidate

Thank you very much for your interest in joining us as the Policy and Public Affairs Manager at the Children's Law Centre (CLC).

It is a crucial role for an organisation that takes a lead on ensuring that children's rights are protected, improved and implemented in Northern Ireland. It is also a very rewarding role dealing as it does with these key issues both locally and internationally. We are proud of what we have achieved in the interests of children under the aegis of the UN Convention on the Rights of the Child. Every year, thousands of children get our direct help to access services. We also bring about strategic change which positively impacts on thousands more.

We continue to grow, building on our excellent track record of positively influencing decision makers at the highest levels on policies that affect children including those disadvantaged through disability, special educational needs, homelessness or mental ill-health.

We are working with our recruitment partners at Engage, so they will be the first point of contact if you have any questions about the role, and to make an application.

The Policy and Public Affairs Manager will develop, lead and manage policy and public affairs work, including the development and delivery of our Public Affairs Strategy.

We are looking for someone with a grounding in human rights, who will be comfortable engaging with decision makers and influencers at a high level. They will be able to analyse complex information including legislation to inform policy responses. Most of all, they will be as passionate as the rest of the CLC team about children's rights and equal opportunities.

If this sounds like you, we look forward to hearing from you.

Paddy Kelly

Director



Who we are

At the Children's Law Centre, we have always believed that children's rights change children's lives.

Founded upon the principles laid down in the UN Convention on the Rights of the Child (UNCRC), we were established in 1997 to provide legal advice for children and young people.

We have since developed into the leading children's rights charity in Northern Ireland, helping thousands of children vindicate their rights each year, ensuring their access to services and equality of treatment.

Our freephone advice line for children and young people, CHALKY, was launched in 2000 and has provided help and assistance ever since.

For over 20 years, we have worked to protect the rights of all children living in NI, particularly those who are the most disadvantaged, including children with disabilities, special educational needs, mental ill health and homelessness issues.

As a leading organisation at the forefront of progressing and implementing children's rights, we have worked on some of the key issues emerging both locally and internationally. We were instrumental in the implementation of key aspects of the UNCRC, such as the introduction of the NI Commissioner for Children and Young People in 2003. We have also been at the heart of key domestic achievements around children's rights, including the Children's Services Co-operation Act (Northern Ireland) 2015.

Through the years, we have had a positive impact on the lives of children through strategic litigation. Successes have included a declaration in 2010 to ensure health trusts carry out assessments of needs for the carers of disabled children. Another notable success included a judgement delivered in 2012 which ensured a duty to provide accommodation to homeless 16 and 17 year



old children. The strategic litigation work of the centre has rapidly grown in recent years, with the addition of a new immigration unit and work related to the continuing impact of COVID-19.



The work of the Children's Law Centre has been guided by our youth panel, Youth@CLC. Our panel of young people have led the way in campaigning on young people's rights. Their work has covered issues as broad as youth justice, racism, votes at 16 and the abolition of physical punishment. They have led delegations from NI to meetings at the UN and have met with a wide range of decision makers ensuring the voices of young people in Northern Ireland are heard. Youth@CLC have also presented a young people's report to the UNCRC committee, and recently co-designed CLC's digital advice service for 13 – 17 year olds called REE Rights Responder.

The Children's Law Centre continues to grow as a leading children's rights organisation. Work continues on a broad range of children's rights issues. Our belief that children's rights change children's lives has only been strengthened by our work since 1997.

What we do

The Children's Law Centre is a unique charitable organisation in Northern Ireland. Guided by our youth panel, we work to create a society where all children can access services and opportunities to enjoy their childhood and realise their full potential.

We give a voice to children and young people, including the most disadvantaged, and provide legal advice and representation. We develop policy to inform decision makers, and host training and events on children's rights issues, including an annual lecture.

Youth Advocacy

Our youth advisory panel, Youth@CLC, is a group of young people aged between 14 – 18. Youth@CLC campaigns on key issues affecting children and young people, seeks to influence decision makers, raises awareness of children's rights and guides the work of the Children's Law Centre. Youth@CLC collaborates with a range of organisations and in 2020 were runner's up in the Pearson World Changer Awards.



Legal Services

We provide a free legal advice service and legal representation for children and young people. Our legal services are child focused and the child is always our client. We work to ensure that public authorities, tribunals and courts recognise children as rights holders with the right to express their views and have those views taken into account.

We strive to ensure that when decisions are being made:

- The decision is UNCRC and children's rights compliant.
- The voice of the child is always heard.
- The child's best interests are at the heart of decision making.
- All children have equality of access to their legal rights, regardless of their age, background or circumstances.



We run a freephone legal advice line called CHALKY, providing advice for thousands of young people each year, and a digital information and advice tool called REE Rights Responder. We also provide free legal representation, particularly at SENDIST and Mental Health Review Tribunals and undertake strategic litigation following the criteria contained within our casework policy.

Policy

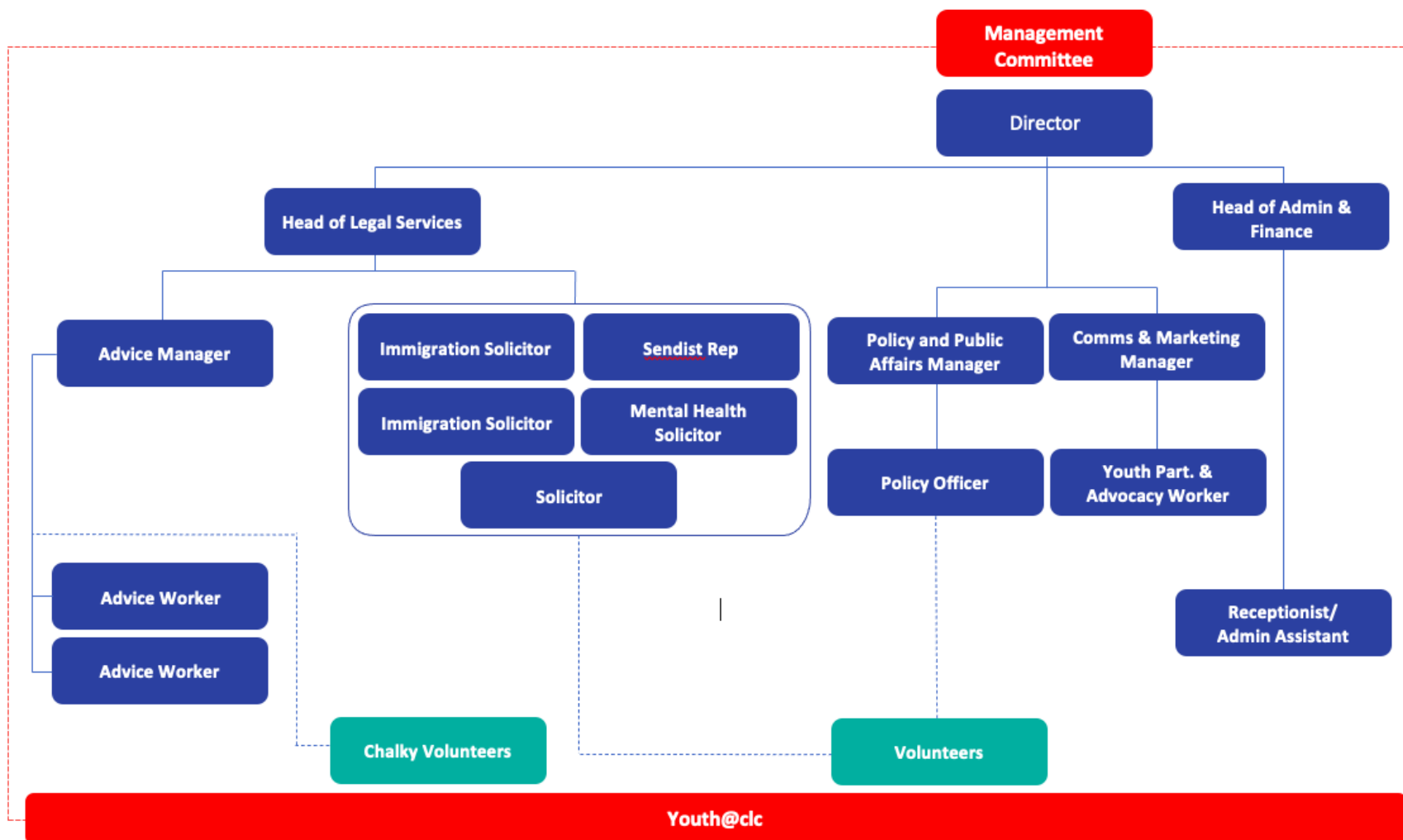
Our policy research and advocacy work informs and influences decision makers. We ensure that government is reminded of their international obligations including under the UNCRC when drafting policy and legislation. CLC also leads the NI NGO stakeholder engagement with the UNCRC through the UK reporting process. Through our casework we identify key issues

impacting on children and propose evidence based solutions, underpinned by the children's rights framework. Supported by our team of legal experts, we provide analysis of law and policy in practice.

Training, events and education

We provide training opportunities for children, parents, carers, professionals and practitioners and hold events to raise awareness of children's rights issues. We provide accessible legal information for children and young people through REE Rights Responder and our child law hub.

How we are organised



Our Finances

Here's a summary of the most recent Income and Expenditure and Balance Sheet Reports 2019-2020. You can download the full annual accounts from the links below.

		Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	Notes	2020	2020	2020	2019	2019
		£	£	£	£	£
Income from:						
Donations and legacies	3	1,409	-	1,409	7,459	7,459
Charitable activities	4	29,150	625,098	654,248	51,576	591,675
Investments	5	35,543	-	35,543	33,716	33,716
Movement in pension provision	6	1,827	-	1,827	(5,258)	(5,258)
Total income		67,929	625,098	693,027	540,099	627,592
Expenditure on:						
Charitable activities	7	51,378	542,372	593,750	40,399	512,019
Net incoming resources before transfers		16,551	82,726	99,277	47,094	28,080
Gross transfers between funds		(3,001)	3,001	-	-	-
Net income for the year/ Net movement in funds		13,550	85,727	99,277	47,094	28,080
Fund balances at 1 April 2019		24,537	272,188	296,725	(22,556)	244,108
Fund balances at 31 March 2020		38,087	357,915	396,002	272,188	296,726
	Notes	2020		2019		
		£	£	£	£	
Fixed assets						
Intangible assets	11		43,204		6,294	
Tangible assets	12		251,223		181,730	
Investment properties	13		214,000		270,000	
			508,427		458,024	
Current assets						
Debtors	14		191,321		70,705	
Cash at bank and in hand			43,314		128,973	
			234,635		199,678	
Creditors: amounts falling due within one year	15		(64,280)		(54,987)	
Net current assets				170,355		144,691
Total assets less current liabilities				678,782		602,715
Creditors: amounts falling due after more than one year	16			(186,168)		(200,914)
Provisions for liabilities						
Defined benefit pension liability	19		96,612		105,075	
			(96,612)		(105,075)	
Net assets				396,002		296,726

Annual Accounts March 2020

Annual Accounts March 2019

Job Description

Job Title:	Policy and Public Affairs Manager
Reports to:	Director
Grade/Band:	NJC Point 34-36: £37,890-£39,880 plus 7% employer pension contribution
Location:	Rights House, 127-131 Ormeau Road, Belfast
Contract Duration:	Fixed contract for 3 years with good prospects for renewal subject to funding
Hours:	35 hours per week
Probationary Period:	6 months
Holiday Entitlement:	25 days per year plus statutory holidays
Budgetary Responsibility:	This post currently has no budgetary responsibility. This may change in the future.

High Level Summary of Role:

The Post Holder will be responsible for developing, leading and managing the Children's Law Centre (CLC) policy and public affairs work to support the achievement of CLC's mission and strategic goals. The Policy and Public Affairs Manager will develop and lead CLC's Public Affairs strategy. The Post Holder will have responsibility for managing CLC's Policy Officer.

Core Responsibilities

- Plan, develop, lead and manage CLC's Policy and Public Affairs work
- Develop persuasive, evidence based policy positions drawing on human rights standards, evidence from CLC's legal and policy function and the voice of young people
- Influence decision makers and policy makers in the furtherance of CLC's strategic goals including through parliamentary engagement and contributing to evidence sessions, both written and oral
- Manage, undertake and where relevant commission research using a wide range of sources including evidence from CLC's legal function, policy function and youth@clc and fuse this analysis with original insight to develop innovative policy solutions to complex problems
- Manage, draft and quality approve CLC's responses to government consultations, other relevant public policy initiatives and international human rights mechanisms
- Ensure CLC's policy calls reflect CLC's priorities and oversee impact to ensure this work delivers positive change in the implementation of children's rights
- Support CLC staff and youth@clc to engage in policy responses policy advocacy and public affairs in furtherance of CLC's priorities
- Working with CLC colleagues and youth@clc lead the development and implementation of influencing campaigns in support of CLC's strategic priorities
- Work closely with CLC's Communications and Digital Manager in the furtherance of CLC's Policy and Public Affairs priorities
- Work with CLC's Communications and Digital Manager to coordinate and respond to public speaking requests and media opportunities which will further CLC's policy and public affairs priorities and when appropriate act as CLC's Spokesperson in the media and at public events
- Develop and manage external contacts and relationships to further CLC's policy and public affairs priorities

- Develop and provide training on policy and public affairs for CLC staff, youth@clc and others as appropriate
- Provide written articles and briefing on CLC's policy position for internal and external use including for CLC's web site, CLC members and the media
- Maintain up to date knowledge of key developments on children's rights policy, practice and law and brief CLC staff and youth@clc as appropriate
- In partnership with other CLC staff organise public event/seminars/conferences on CLC's Public Affairs and Policy work

Staff Management

- Effectively manage CLC's Policy Officer
- Manage recruitment, development, support and supervision of policy volunteers

Other duties and responsibilities

- Contribute to CLC strategic planning processes as required
- Adherence to safeguarding, confidentiality, GDPR, equality and other relevant policies and procedures
- Participation in staff training and development as required
- Undertake necessary administrative tasks required for the role
- Prepare ongoing regular monitoring and evaluation reports for funders and others as required
- Work with the Director to ensure sustainability of CLC's Policy and Public Affairs function

This job description is intended to provide an overview of the core responsibilities of the post. It is not intended to be an exhaustive list of every activity the post holder does. Job descriptions can be subject to reasonable change as the role evolves without fundamentally changing terms and conditions. Children's Law Centre reserves the right to change and amend specific duties or tasks within reason and to ask post holders to carry out other reasonable duties as and when required to do so.

Person Specification

	Essential	Desirable
Experience and Qualifications		
A relevant degree/equivalent qualification or 3 years' experience of working in the field of policy and legislative commentary and public affairs	x	
Experience of management and supervision of staff		x
3 years' experience of evidence based legislative and policy commentary	x	
Experience of successful public affairs engagement and influencing to effect social justice	x	
Experience of analysing complex evidence to inform policy responses and engagement	x	
Experience of translating complex material and data into clear and concise policy briefings and advocacy materials	x	
Experience of giving evidence to committees and/or other bodies	x	
Experience of engaging with the media	x	
Experience of supporting children and young people to campaign and influence decision makers		x

Knowledge		
Good knowledge of domestic and international human rights law and mechanisms	x	
Good knowledge of equality issues	x	
Current knowledge of the legislative and policy development process in NI	x	
Knowledge of UNCRC		x
Knowledge of the community and voluntary sector in NI	x	
Knowledge of the law in NI as it relates to children and young people		x
Knowledge of the children's sector in NI		x
Ability/Aptitude/Skills		
Excellent written and verbal communication skills	x	
Ability to translate complex material and data into clear and concise policy briefings and lobbying and campaigning and materials	x	
Excellent presentation skills and the ability to communicate with a range of audiences including children and young people	x	
Strong analytical skills	x	
Ability to manage complex and competing priorities with a strong track record for delivery at speed and under pressure, responding to tight deadlines	x	
	x	

Ability to work as part of a team and on own initiative	
Excellent IT skills	x
Ability and skills to work with children and young people	x
Ability to travel as required to carry out duties of the post	x
Ethos	
A commitment to children's rights	x
A commitment to equal opportunities	x
A commitment to children's participation	x
Strongly support the ethos of the Children's Law Centre	x



How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 13 December 2021**. Applications should be made by email to:

patrick@co3.bz

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Children’s Law Centre is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and
Equality Monitoring and Criminal
Convictions forms to be submitted

Noon, Monday 13 December 2021

First Interviews (including seen task)

Thursday 16 September 2021

Second Interviews

Date TBC





children's law centre

Please address any enquiries relating to the advertised position, and your submission, to the Children's Law Centre's recruitment partners:

Patrick Minne
Engage Executive Talent

Tel: 07792 509003
Email: patrick@co3.bz

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Children's Law Centre

Tel: 028 90245704

Email: info@childrenslawcentre.org

127-131 Ormeau Road
Belfast BT7 1SH

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