



## First 1001 Days Membership and Parliamentary Officer

### Job Description

- Job Title:** First 1001 Days Membership and Parliamentary Officer
- Purpose:** To enable the First 1001 Days Movement to be an effective campaigning alliance that harnesses the power and passion of all its members to drive change for the youngest children.
- Supporting the development and delivery of the Movement's parliamentary influencing plan, engaging a group of parliamentary champions who work with us to ensure that the UK Government values and invests in the first 1001 days.
- Tenure:** Three years
- Reports to** Head of Policy and Campaigning
- Key Relationships:** Chief Executive, Head of Policy and Campaigning, Communications Manager, Admin and Communications Officer, Members of the First 1001 Days Movement, Chair of the Conception to Age 2 APPG
- Hours:** 2 days per week (16 hours). This can be worked flexibly across the week within core hours of 09:00-17:00. It should include one day between Tuesday and Thursday.
- Salary:** £23,000 pro rata (£9,200 per annum)
- We are happy to consider secondments or part-secondments from member organisations.
- Location:** Home-based within commutable distance from London. In normal, times, this role requires regular travel to London and occasional travel across the UK. At the time of recruitment, no travel is currently required but this will change as restrictions and normal working patterns resume post COVID.
- All applicants must be UK residents.

### Job Summary

As a result of new funding from the AIM Foundation, the Parent-Infant Foundation is seeking a talented and passionate individual with experience of policy influencing, parliamentary work and/or public affairs to help us to drive change for the youngest children and their families.

In June 2020 we launched the First 1001 Days Movement, a campaigning alliance of over 160 organisations that work together to inspire, support and challenge national and local decision makers to value and invest in babies' emotional wellbeing and development in the first 1001 days.

We are delighted to have secured funding for a new position to work with our Head of Policy and Campaigning and wider team to support the effective operation of this Movement. This role involves ensuring that the Movement achieves maximum impact by both actively engaging our membership and working with parliamentary champions. We need a people-person with creativity and drive, supported by solid administrative skills, to work with us to make a difference.

This is the perfect role for an organised and enthusiastic individual with an interest in current affairs, a commitment to giving children the best start in life, and a belief in the value of collaboration. You will have the opportunity to develop and deliver influencing strategies and to build relationships with parliamentarians and leading organisations in the sector.

## **Key roles and responsibilities**

### **Membership Administration**

- You will work with the team to ensure that the First 1001 Days Movement becomes an effective campaigning alliance that harnesses the power and passion of all its members.
- You will take a lead in coordinating members' journey, from their initial expressions of interest to their ongoing work with us. It's your responsibility to ensure that they have a great experience of being part of the Movement, feel heard and valued, and are motivated to take action.
- You will work with the Head of Policy and Campaigning to coordinate communications to the members of the Movement, ensuring they are engaged in and supportive of our work, mobilising them to drive change and ensuring their insights inform everything we do.
- It will be your responsibility to ensure we have accurate information about all of our Members, and that our website and email lists are up to date.
- You will be the point of contact for enquiries from new or existing members, dealing with enquiries and responding quickly and helpfully.
- You will work with colleagues to organise the meetings, events, forums and surveys that we use to keep members up-to-date, ensure they are involved in shaping, informing and delivering all that we do.
- You will work with the wider team, particularly the Communications and Administration Officer on key tasks related to the effective running of the Movement, such as Twitter and the website.

## **Parliamentary Influencing**

- You will work closely with colleagues and members of the Steering Group to develop a parliamentary influencing strategy for the Movement and then lead on delivering aspects of this strategy, including helping to identify and mobilising a number of parliamentarian champions.
- You will coordinate the creation and management of First 1001 Days Movement's relationships with a small group of parliamentary champions and their staff.
- Working with the team you'll shape and deliver messages that ensure that more parliamentarians value the first 1001 days of life. You'll create briefings, questions and other materials that enable parliamentary champions to advocate for the first 1001 days.
- You'll liaise with members of the First 1001 Days Movement and facilitate conversations between members and parliamentarians where this can support influencing goals.
- You'll monitor parliamentary activity and keep abreast of the political landscape and policy developments to inform your work and the wider Policy and Campaigning team. You will ensure key internal stakeholders and the Membership are regularly updated regarding relevant activity in Parliament and Government.
- You will work with the Head of Policy and Campaigns to ensure effective operation of the All-Party Parliamentary Group for Conception to Age Two.
- You will work with others in the team to embed the voices and experiences of babies and their families, and insights from the services that work with them in our parliamentary influencing work.
- You will liaise with the Communications team to plan and deliver communications activity that can support our parliamentary influencing.

In this role, you will need a flexible approach with the ability to adapt to the needs of the organisation and unforeseen external developments.

## **Requirements of all team members**

- Promote the Parent-Infant Foundation and the First 1001 Days Movement's vision, mission and core values.
- Attend and assist at events and activities as required (this may involve evening and weekend work TOIL will be provided in line with our policy).
- Be an effective ambassador for the Foundation and the Movement at any activity you attend
- Develop an in-depth understanding of our work.

- Pick up additional tasks, within reason, to help the Foundation and the Movement deliver our goals.
- Attend monthly team meetings (currently virtual).

<b>Required experience and skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Subject specific understanding and experience</b>		
Understanding of the importance of early childhood development for lifelong health, happiness and wellbeing.	x	
Experience of working on a policy issue(s) relevant to the first 1001 days, such as maternity, public health, children, family and/or mental health.		x
A clear commitment to the aims and values of the First 1001 Days Movement.	x	
<b>Parliamentary experience and skills</b>		
Experience of working with MPs and their staff. Political knowledge and judgment. An understanding of how to motivate parliamentarians to support a cause.	x	
Understanding of how parliament, government and the civil service work and how the Movement can maximise our impact on policy.	x	
Experience in researching, developing and/or advocating for policy and of producing clear and persuasive written material for parliamentarians and their staff.	x	
Experience of parliamentary monitoring	x	
An interest in and passion for politics and the difference it can make to people's lives.	x	
Experience of working with parliamentarians in Scotland, Wales and Northern Ireland.		x
A commitment to including the voice of those with lived experience in all we do. (Experience of engaging the public and working with service users and families to influence policy is desirable)	x	
A proven track record of influencing government policy.		x
<b>Skills and capabilities</b>		
Outstanding people skills: the ability to build and maintain good relationships with a range of internal and external stakeholders.	<b>x</b>	
Clear and effective written and verbal communication skills. The ability to communicate complex information in different ways to inspire and education a range of audiences.	<b>x</b>	
Excellent organisational skills. The ability to plan, prioritise and manage multiple projects to meet deadlines. Flexible, adaptable and calm under pressure.	<b>x</b>	
High level of accuracy and attention to detail.	<b>x</b>	
IT competent – able to use Microsoft Office Teams, Word, Powerpoint, Excel and Outlook, to learn other basic software packages as required.	<b>x</b>	

Experience of effective use of social media to support policy and campaigning objectives.		<b>x</b>
A creative, innovative approach to problem solving and a desire to always improve what we do and how we do it.	<b>x</b>	
Experience of planning and organising events.		<b>x</b>
Experience of working with or in coalitions.		<b>x</b>
The ability to work effectively as part of a team to deliver shared objectives.	<b>x</b>	
Willingness to undertake training and to develop new skills as part of continuous development, and to respond to the organisation's changing needs.	<b>x</b>	

### **Closing date is Midnight on 6<sup>th</sup> December 2020**

To apply, please submit a CV and covering letter outlining your experience and how you meet the criteria set out in the person specification. Each document should be no more than two sides of A4.

### **Our commitment to diversity and inclusion**

The Parent-Infant Foundation is committed to diversity and inclusion, and to building a culture where every staff member is recognised and valued as an individual and with the ability to grow and develop. We are interested in hearing from passionate, curious people across cultures, genders, ethnicities, and lifestyles.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to be successful.

Interviews will be taking place virtually, using a video calling app (Teams or Zoom). If access to technology/WIFI is difficult for you, please get in touch with us so we can assist in making suitable arrangements.

Successful appointment to this post will be subject to satisfactory references.

### **Interview dates: 15<sup>th</sup> December 2020.**