



JOB DESCRIPTION

JOB TITLE: Policy Lead

LINE MANAGED BY: Executive Director

MAIN OBJECTIVES:

- Develop the research and policy work plan for the organisation.
- To deliver high quality research and policy briefings.
- To meet with, and identify, external stakeholders.
- To support the strategic development and fundraising objectives of Release.

Research and policy.

- 1 Work with the Executive Director to identify key areas of research that advance the objectives of the organisation and improve the lives of the people we work with. The main areas of research will involve analysis of criminal justice outcomes as they relate to drugs, including: the impact on communities that are over policed; public health and harm reduction developments; and relevant social justice areas.
- 2 Production of policy papers relevant to the issues (listed at point 1) that impact on our client group.
- 3 To maintain an overview of external developments in drug policy and harm reduction and respond accordingly. This will include producing Parliamentary briefings; responses to consultations, and other similar work.
- 4 To identify and liaise with external key stakeholders including, but not limited to, government officials, MPs and Peers, Police and Crime Commissioners, and police forces.
- 5 Represent Release at external meetings, seminars, and conferences.
- 6 Work closely with the legal and drugs teams at Release to identify emerging issues for our client groups.
- 7 Work collaboratively with other NGOs in the sector and in other relevant fields.

Communications

- 8 Work closely with the communications strategist to ensure research and policy work produced is accessible to the public and to decision makers, and to develop messages for the media.
- 9 Attend media interviews and provide quotes for the press when required.

- 10 To keep accurate and up to date records and ensure that all communications, written and oral, are of a professional standard. To creatively use telephone, email and website for communicating our policy work.

Volunteer Programme

- 11 Recruiting volunteers to the policy volunteer programme.
- 12 Provide supervision and training to policy volunteers.

Policy Work

- 13 Provide commentary on legal developments within the context of drug legislation and policies.
- 14 Feed into public consultations which impacts on drug policy and/or people who use drugs.

General

- 15 To assist the Senior Management Team and staff in setting and developing both operational and strategic policies.
- 16 To work effectively, co-operatively, and in a supportive manner with colleagues at Release and other organisations with which it works.
- 17 Represent the organisation in a positive and professional manner.
- 18 To undertake any other duties as may be reasonably required by senior management at Release.