

Edge Foundation – Policy Advisor

Job Title: Policy Advisor

Reporting to: Senior Policy Advisor

Appointment terms: Permanent (six months probation) or we would be happy to consider a secondment

Remuneration: £38,000 – £40,000

Location: Westminster Kingsway College, Kings Cross, London (hybrid with one day per week in the office and some business travel required)

Closing date: Midnight, 28 July

Background to Edge

The [Edge Foundation](#) is an independent, politically impartial education foundation which, via real world projects, research and policy work, strives to make education relevant. We work right across the UK with strong international links.

At Edge, we believe that all young people deserve to be equipped with the skills that today's global, digital economy demands, through a broad and balanced curriculum, high quality training, engaging real world learning and rich relationships between education and employers. We have a particularly rich heritage of work on Technical and Vocational Education and Training (TVET), and are seen as a respected source of information and comment in this area.

We work in collaboration with non-governmental organisations, government departments and academic establishments and gather evidence through research, trials and projects. With this evidence, we lead the debate around future policy and changing practice on the ground.

The team

Edge is staffed by a small and highly effective team and this role is an excellent opportunity to undertake exciting and valuable work whilst receiving plenty of support and development. We are in the process of developing our new strategy up to 2030 so this is a very exciting time to join and help us deliver our vision.

- Our research team: Develop high quality independent research to build an evidence base and understand international and national best practice.
- Our practice team: Develop high quality (Continuing Professional Development) CPD for teachers and tutors based on leading practice from around the world.
- Our policy team: Leads on translating evidence into policy proposals and working with policymakers across the sector to support change

We believe policy should be developed from the ground up, so we use our strong research base and the evidence we collect from our projects and delivery work to develop clear policy proposals for the future. This post will lead on developing research-based policy statements, growing our Policy Network, and coordinating policy activities and campaigns across the sector.

The role

We plan our work together as a team, so there will be the opportunity for flexibility to suit the individual's strengths, interests and development areas, as well as the chance to propose new

areas of work to pursue where these underpin our policy and organisational aims. This role will involve close interaction with senior policymakers across the sector, civil service and Parliament – providing the individual an exciting opportunity to develop stakeholder skills and interaction at senior levels.

The key responsibilities of the role will include:

- **Keeping fully up to date** with key relevant areas of government policy (particularly around TVET policy, apprenticeships, T Levels and wider skills reform) as the Edge expert;
- **Leading internal debate**, answering questions and developing proactive policy overviews and briefings outlining the latest position for the team;
- **Working closely with the research team** to shape areas of research relevant to current and developing government policy;
- **Contributing to the development of Edge's wider cross-cutting research and policy reports**, which cover areas such as further education, apprenticeships, and skills reform;
- **Support with drafting consultation responses and policy positions**;
- **Developing Edge's Policy Network**, bringing together a wide range of policymakers from different organisations in education and skills, including support with meetings and our monthly newsletter;
- **Building and cultivating Edge's contacts within Parliament and with civil servants** to support the implementation of policy change, including through our monthly parliamentary newsletter;
- **Working closely with the communications team** to support Edge's campaigns for policy change, including sharing details of policy messages and publications with Members of Parliament and other key policymakers;
- **Working with the CEO and Executive Director to present Edge's policy position to senior stakeholders** including politicians. This will include developing Edge events and attending political conferences.

Person specification

The successful candidate should have:

- Minimum 1-2 years' experience working in a policy or public affairs related role (preferably in the education or social policy sector);
- Strong project management, organisational and administration skills;
- Strong analytical, written and presentation skills;
- Experience of working and communicating effectively with a wide range of stakeholders;
- Experience of working effectively independently and within a small team;
- Excellent knowledge of relevant education policy (or the ability to learn quickly) and alignment with Edge's values.

Benefits

- Generous private medical insurance
- Home broadband cover
- Strong progression opportunities
- Generous pension scheme
- 25 days annual leave plus bank holidays

Application Process

Please email our Senior Policy Adviser, Sorah Gluck, on sgluck@edge.co.uk by **midnight 28th July** with the following:

- A CV.
- A covering letter explaining why this role interests you and how you meet the essential skills detailed in the person specification.

After the closing date, the appointment panel will compile a shortlist, assessing candidates' suitability for the role based on evidence provided in the CV and supporting statement.

Interviews will be held on **w/c 18th August**. The interview process will have two rounds and will involve Alice Gardner, Chief Executive Officer, Olly Newton, Executive Director, and Sorah Gluck, Senior Policy Advisor.