

Edge Foundation – Policy Officer

Job Title: Policy Officer

Reporting to: Senior Policy Advisor

Appointment terms: Permanent (six months probation)

Remuneration: £34,000 – £36,000

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

Closing date: Midnight, Tuesday 28th September

Background to Edge

The [Edge Foundation](#) is an independent, politically impartial education foundation which, through 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 entry-level role is an excellent opportunity to undertake exciting and valuable work whilst receiving plenty of support and development. Within Edge, you will have the opportunity to work closely alongside, and learn from, experienced policy, research and comms professionals.

- 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.

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 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:

- Monitoring and analysing relevant developments in government policy and in Parliament (particularly around TVET, apprenticeships, and wider skills reform, as well as wider education issues);
- Supporting Edge's public affairs activity, including engaging with MPs, members of the House of Lords, and their staff, and tracking this;
- Producing up-to-date stakeholder mapping materials and using these to identify opportunities for Edge to engage;
- Developing internal policy overviews and briefings outlining the education and skills policy landscape for the team;
- 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;
- Supporting with drafting consultation responses and policy positions;
- Building relationships with partners across the education and skills sector, Parliament, government, and beyond, including by attending events and conferences;
- Assisting the Senior Policy Advisor with running Edge's Policy Network, including support for organising meetings and our monthly newsletter.

Person specification

The successful candidate should have:

- Strong project management, organisational and administration skills;
- Strong analytical, written and presentation skills;
- Ability to work and communicate effectively with a wide range of stakeholders;
- Ability to work effectively independently and within a small team;
- Interest in education and skills policy, as well as a basic understanding of key policy issues or an ability to learn quickly;
- Alignment with Edge's values.

We welcome any prior experience of working in policy, politics, or public affairs roles (including an internship or work experience), but this is not a pre-requisite. We are also open to career switchers, including those currently working in the education sector.

As this is an entry-level role, we will favour skills and a desire to learn over any prior experience.

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 HR@edge.co.uk](mailto:HR@edge.co.uk) with the following:

- A detailed 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 Wednesday 5th October and will take place online. The interview process will have two rounds and will involve Olly Newton, Executive Director, and James Gordon, Senior Policy Advisor.

Please note that any applications generated using artificial intelligence (AI) tools will not be reviewed or accepted.