

Policy & Public Affairs Manager

Job pack

July 2024

Introduction

Thank you for considering this role at Fair4All Finance. As we continue our exciting growth plans in 2024 to deliver on our ambitious goals and refreshed strategy, we're looking for an exceptional policy and public affairs manager to join our team.

You will be joining a [collaborative and purpose driven team](#) overseen by a committed board. Our team is drawn from a range of backgrounds spanning leaders and changemakers across financial services and social purpose sectors. The reach and influence of our team makes this an exciting place to work and enables us to engage important stakeholders at the highest levels.

We have put together this job pack to give you some insight about us and what it is like to work here, as well as some understanding about the role we have on offer and the skills and experience we are looking for.

About Fair4All Finance

Fair4All Finance is a not for profit organisation founded in 2019 to improve the financial wellbeing of people in vulnerable circumstances by increasing access to fair, affordable and appropriate financial products and services.

We are funded from the [Dormant Assets Scheme](#). The scheme is led by the financial industry and backed by the UK government. This makes it possible for money in dormant bank and building society accounts to be used to help good causes.

There are at least 17.5m people in the UK in vulnerable financial circumstances, who are poorly served or unfairly excluded from mainstream financial services. That's nearly a third of all adults in the UK.

Our vision is of a society where the long term financial wellbeing of all people is supported by a fair and accessible financial sector.

Our three strategic priorities are:

- **Expand the provision on affordable credit** so that the availability of affordable credit increases x10 and provision can be delivered sustainably at the scale required to meet customer needs
- **Partner with mainstream banks and financial services to increase provision of services** so that mainstream financial services serve customers in vulnerable circumstances, either directly or through funding other providers
- **Develop new products and services to address market gaps** so that the right products exist to meet the different needs of people in vulnerable circumstances and systems are in place to support ongoing product development for these customers

You can find more information on us and our work at www.fair4allfinance.org.uk

Policy & Public Affairs Manager

Location The role-holder will be expected to spend regular time (1-2 days per week) in our London office and at stakeholder meetings; with flexibility on working from home at other times

Accountable to Senior Policy and Public Affairs Manager

Terms Full-time, open to and supportive of flexible working
 Salary: £47,000 - £48,000
 All applicants must have an existing Right to Work in the UK

Role purpose

This is a brilliant opportunity to join a growing and active team working to make the financial services sector fairer for everyone. Millions of people are unable to access the mainstream products and services that meet their financial needs and have to choose between going without essentials or turning to high cost credit or illegal money lenders. Without safety nets like credit, insurance or savings, everyday life events or financial shocks can tip people into increasingly vulnerable circumstances.

Fair4All Finance is working to build a financial services system that serves everyone. We are looking for an experienced policy and public affairs professional who will develop policy and deliver change to improve access to fair financial services for people who are financially excluded.

You will work with the Senior Policy and Public Affairs Manager to improve financial inclusion by influencing public policy, regulation, legislation and industry practice, and building the support of stakeholders and policymakers.

This role sits in our Systems Change & Impact team, which includes research, communications, policy, strategy, impact and engagement. The team establishes and communicates the evidence base for investing in fair and affordable financial products and services, with the objective of delivering structural changes in how financial services works for customers in vulnerable circumstances in the UK.

Your responsibilities

In this role your focus will be split across two key areas of work:

Strategic influencing

- Engage with and maintain relationships with key stakeholders and policy makers to build support for policy positions
- Build and maintain relationships with counterparts at partner organisations in the financial service industry and the third sector, surface and develop collaborations with partners to advance policy initiatives
- Represent Fair4All Finance at external events, such as roundtables and parliamentary events, to influence key stakeholders and build relationships

Policy development and delivery

- Maintain an understanding of the latest developments in the financial inclusion policy landscape, and the financial services regulatory landscape as relevant to financial inclusion
- Develop key overarching policy positions, which will then feed into policy programmes and consultations
- Identify the gaps in our evidence base and work with programme managers to deliver programmes to fill those gaps
- Analyse specific issues in depth in the financial inclusion landscape to develop policy positions
- Respond to public consultations which have relevance to financial inclusion, bringing in input from across stakeholders and the team
- Collaborate across the organisation to ensure that policy positions are reflected in our programmes and communications

Person specification

Essential experience and capabilities

To be successful you will have:

- Passion for our mission to increase the financial resilience of people in vulnerable circumstances
- Experience of building policy programmes and successfully influencing for policy change
- An evidence-based policy background with strong analytical skills

You will be:

- An excellent writer – able to write clearly, rapidly and persuasively
- An outstanding communicator, who can represent Fair4All Finance and build relationships with important stakeholders
- A brilliant team player, who works collaboratively, gets stuck in and takes the initiative to support colleagues
- A creative thinker, able to deal with complexity and uncertainty and work under your own initiative
- Hard working, with good organisational and time management skills

Our values

Fair

We're impartial, open and rigorous in making sure our work has the right impact. We share a strong sense of fairness and we're determined to make the system work better for everyone.

Inclusive

We value diversity and difference. We also recognise the financial system has a disproportionate impact on those excluded, so we'll work doubly hard to ensure their voices and insights are reflected in our team and inform our work.

Bold

The problems we're tackling require bold solutions and we won't shy away from being radical. We're prepared to take considered risks in order to make a difference.

Compassionate

We believe in treating everyone with dignity and respect, and we work with empathy to consider the needs of everyone we interact with. We take care in communicating the hard choices we'll inevitably have to make.

Collaborative

We know we can't change the system on our own and we don't have all the answers. So we work in partnership with inspiring organisations as together we're stronger.

Our Benefits

We know that thoughtful and progressive treatment of people in their work creates mutually positive benefits. To deliver on our ground-breaking work we need to have a team that can deliver outstanding work and our benefits strategy supports this goal.

We created a benefits package that enables a culture where people thrive and to:

- enable people to manage their time to maintain a healthy balance with a focus on outcomes rather than hours
- provide support for people to sustain their financial, physical, and mental health
- enable people at different life stages to support those they care for and give back to their communities

Financial security

We believe that our financial benefits offering should enhance people’s financial wellbeing and resilience. We want to encourage a savings habit, provide income resilience to cover life shocks or life events such as family or caring responsibilities and retirement.

Benefit	Details
Pension	A competitive contributory pension, with employer contribution matching 2:1 (up to 12% employer contribution)
Insurance policies	Life assurance, critical illness, and income protection to give you reassurance for any unforeseen ill health problems and to look after your family’s financial future
Loan	Payroll savings and interest free cost spreading loans to smooth any lump payments and give financial reassurance
Family leave	Enhanced and equalised maternity, shared parental and adoption leave and enhanced paternity leave

Health and wellbeing

We want to ensure that our team can easily access everyday healthcare for mental and physical health and at a low personal cost. We encourage and support our people to proactively manage their health. Our health cash plan also covers your dependents and an option to add other members.

Benefit	Details
Health care cash plan	Reimbursement for everyday health costs such as eye care, dental and physiotherapy in addition to a range of alternative treatments such as acupuncture and access to X-Rays and consultations
Wellbeing	Access to discounted gym membership, health assessments and NHS approved app to support mental and physical health
Health and legal advice	24-hour confidential telephone help line for financial, health or legal

	advice
GP and prescriptions	24-hour access to a GP with a prescription service
Counselling	8 face to face counselling sessions

Holidays

Taking appropriate time off to recuperate and balance is a key part of our health and wellbeing strategy. Everyone is entitled to the same amount of enhanced company holiday regardless of their role or length of service.

Benefit	Details
Holiday allowance	27 days holiday plus bank holidays (pro rata)
Additional holiday	Buy up to 10 days additional holiday (pro rata)

Agile working

We recognise the importance of having a great balance between home and work responsibilities, so we do everything we can to support flexible working. Flexible working arrangements are something that we discuss collaboratively before any arrangements are agreed by your manager.

Benefit	Detail
Flexible arrangement	Flexible or hybrid remote/home and office working Compressed or part time hours including 4-day week and 9-day fortnight Informal flexible arrangement around core hours of 10.00am – 4.00pm
Moments that matter	Time off to care for dependents IVF and family planning

Reflection, learning and development

We are invested in your learning and development, and we expect you to be too. Our approach reflects what we know to be most effective, and we've adopted a 70:20:10 approach. 10% of our learning will be formal learning, 20% through coaching and independent learning and 70% through application in our roles.

We also set aside 2 days a month as a team, to create space for reset and reflection, where we intentionally plan 'sit back' time for thought, planning and to take time away from screens where possible.

Terms of employment

All applicants must have an existing Right to Work in the UK.

Fair4All Finance is committed to being a diverse organisation that is truly representative of the people and communities we serve. We are an equal opportunities employer with an inclusive environment where different experiences, expertise and perspectives are valued, where everyone is encouraged to grow and develop and all team members can contribute to their fullest potential.

Applications are welcome from people of any age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background. We are determined to ensure that all team members and applicants receive fair and equitable treatment or are not disadvantaged by any inappropriate conditions or requirements being placed on them.

When we are recruiting, we actively seek to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential team member may need to be successful. We recognise the importance of a good balance between work and home life, so we do everything we reasonably can to accommodate flexible working.

Applications

- Please apply through **Applied** by 1 August 2024 at 12.00.
- Interviews will be held W/C 5 & 12 August 2024 on Microsoft Teams.
- If you would like to have an informal chat about the role before applying, please email jobs@fair4allfinance.org.uk

After the job advert closes, your answers will go through a sift process, randomising and anonymising answers to take out individual information that could add biases into hiring decisions. This enables application reviewers to review each answer objectively. People scoring the applications will not have seen your CV at this stage of the process so please try your best to answer questions with specific examples and without simply rephrasing your CV, which they will review later in the recruitment process.