



## Centre for Social Justice – Job Description

<b>Job Title:</b>	Policy Director/Deputy Policy Director
<b>Reporting To:</b>	TBC
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full-time, 35 hours per week (Mon-Fri)
<b>Location:</b>	Westminster, London
<b>Salary:</b>	£60,000+ dependant on experience
<b>Apply:</b>	<p>Please read the job description in full. If you feel you qualify for the role, please send your CV and a covering letter (a maximum of one page) to <a href="mailto:recruitment@centreforsocialjustice.org.uk">recruitment@centreforsocialjustice.org.uk</a> <b>by 23.59 on 23<sup>rd</sup> March 2025</b>. Should you need to make an application in a different format or require any adjustments as part of the application process, please do not hesitate to email us.</p> <p>You must have the right to work in the UK, unfortunately we are not able to sponsor visa applications.</p> <p>It is easier to spot applications created via LLMs, such as ChatGPT, than you think - we strongly encourage you not to do this as we are using the application process to assess your experience, ability and skills, and will be asking probing questions at interview stage to follow up on your responses.</p>

### THE ORGANISATION

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Established in 2004, the Centre for Social Justice (CSJ) is an independent think tank that studies the root causes of Britain's social problems and seeks to address these through innovative policy recommendations to government. The CSJ has changed the landscape of our political conversation by putting social justice at the heart of British politics. This has led to some of the biggest welfare reforms in a generation.

Much of the CSJ's work is organised around five pathways to poverty, first identified in our groundbreaking 2007 report, *Breakthrough Britain*. These are: educational failure; family breakdown; economic dependency and worklessness; addiction to drugs and alcohol; severe personal debt. Further social justice projects are developed in response to societal needs, the political landscape or funding opportunities.

Our research is informed by experts and, just as importantly, our CSJ Foundation and poverty-fighter's Alliance, a unique group of charities, social enterprises and other grass-roots organisations that work with individuals facing some of the most challenging and complex social problems. Their work is fundamental to our understanding of the issues faced by our poorest communities. The CSJ will continue to make the case to government and those developing policy for an ambitious approach to tackling the root causes of poverty.

This is a pivotal moment to join the CSJ. We are expanding our team with key hires, exploring groundbreaking policy areas for the first time in the UK think tank sector, and strengthening our

engagement with the new government. Additionally, we have several high-profile events on the horizon, making this an exciting opportunity to be part of our growing impact.

## THE ROLE

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The successful candidate will be responsible for designing and delivering nation changing policy for those most struggling. They will forge a policy plan based on the CSJ theory of change – namely, that tackling poverty must involve reversing the five pathways outlined above. They will ensure that this plan sees the five pathway issues raised in the public consciousness and in the national policy response to poverty and social disadvantage.

In practice, this will consist of devising and executing both short and long form research projects, policy analyses, punchy briefing notes and press releases, research projects collaborating with policy units across the organisation, roundtable write-ups and other products. It will also involve working closely with the rest of the policy directorate and communications directorate to design and oversee a political and media engagement plan in the relevant areas, promoting the work to key audiences and in broadcast settings.

The successful candidate will oversee a team of researchers across a range of social policy including education, debt, family, addiction, housing, communities and employment. Using the extensive back catalogue of CSJ policy ideas, the policy director will deliver interventions aimed at supplying the Government with ‘quick-wins’ and policies implementable before the next general election. But they will also lead interventions promoting even more transformative and longer-term policy solutions, influencing the manifesto of all main parties.

In this role you will be responsible for the success of the advisory boards overseeing some of the CSJ’s work, delivering more supporters, Alliance charities and people of interest. And work closely with the CSJ development team to deliver the necessary funding to drive the directorate forwards.

For the avoidance of doubt, this is a single role we are recruiting for; the final decision on the job title, seniority, reporting lines and salary will be dependent on the ultimate candidate we recruit.

## THE PERSON

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- A strong background in research and political engagement, with exceptional organisational skills (essential)
- A strong strategic mindset, able to clearly articulate plans both verbally and in writing (essential)
- Ability to design, produce and oversee publishable quality research and high-impact campaigns (essential)
- A commitment to excellence and high editorial standards (essential)
- Experience of engaging with broadcast, print and social media (essential)
- A high degree of personal integrity and able to lead and inspire a team (essential)
- A proven track record of writing fluently and persuasively for a range of audiences (essential)
- A proven ability to communicate complex ideas simply and effectively (essential)
- A commitment to the CSJ’s vision, mission and values (essential)
- Meticulous attention to detail and calm under pressure (essential)
- A collaborative team player with initiative and a positive “can do” attitude (essential)
- Highly organised, discrete, and with a high degree of personal integrity (essential)

## MAIN RESPONSIBILITIES

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Responsibilities for this post will include:

- Creating and evolving an exciting policy plan according to the major issues and ideas found in the CSJ archives as well via intel emerging from those tackling poverty on the frontlines of our communities (supported by the CSJ Foundation team and their own networks)

- Managing the production of policy reports, research projects, and other products that seek to tackle these major issues and bring to light the most innovative solutions
- Driving a policy team of unit heads and researchers to the highest standards of policy work through a rigorous approach to project design, review processes, and editorial sign off. Bringing this team to life, to sniff out ideas, execute campaigns and deliver high levels of recommendation uptake by Westminster policy makers
- Designing a clear public affairs plan for key Westminster targets. Directly engaging senior politicians, policymakers and opinion formers, in order to drive forward CSJ ideas and brand
- Fronting the work in a number of different environments; a figurehead in media; leading on fundraising pitches, chairing key meetings. Driving the work into key spheres
- Working with the Development Director, responsible for driving new income into the directorate and sustaining existing supporters; a specific fundraising target will be set with the freedom to go higher and further dependent on key issues. Responsible for the sound running of advisory boards, of relationship management of key sponsors in the directorate, and oversight of projects with commissioners.
- Being a senior leader in the organisation, including helping to plot and deliver overall policy strategy and undertaking major research/policy projects as determined
- Deputising for other senior leaders as required, including attending CSJ SLT sessions, fronting whole organisation activity and reporting to Board
- Other duties that may arise from time to time