

JOB DESCRIPTION

JOB TITLE	Policy Coordinator
REPORTING TO	Policy and Communications team leader
DIRECT REPORTS	Member voice worker, trainees and volunteers
LOCATION	Leeds (role will work across West Yorkshire)
HOURS	35 hours per week
SALARY / BAND	£30,211 Band 4 SCP 11
CONTRACT	Permanent

About Leeds GATE

Leeds Gypsy and Traveller Exchange (Leeds GATE) is a brave and creative, member-led organisation working alongside Gypsies and Travellers across West Yorkshire. We work to improve quality of life, challenge racism and inequality, and create lasting change. We deliver advocacy, family support work, youth work, education support and community development. We work in partnership to improve the systems and services that shape outcomes around homes, health, education and inclusion.

Our members are at the heart of our organisation. We build trusted relationships, support people to build confidence and help themselves, and create opportunities for members to shape our work and the decisions that affect them. We believe people should be safe, have their privacy respected, their culture valued and that everyone should be treated equally and included.

Job Purpose

The Policy Co-ordinator plans, co-ordinates and delivers agreed policy workstreams within Leeds GATE's policy and influencing programme. The role keeps track of relevant policies, consultations and decisions, monitors responses in social and print media, and identifies opportunities to respond. It brings together research, data and members' experiences to inform briefings, letters, consultation responses and accessible resources. The role creates opportunities for members, supporters and partners to contribute to policy discussions and campaigns, organises meetings and follows through agreed actions. Working within priorities agreed with the Policy and Communications Team Leader, the Co-ordinator exercises independent judgement in planning and delivering their workstreams, and monitors progress and outcomes, gathering evidence of changes achieved.

Main Duties and Responsibilities

Staff Management / Team Working

- Line manage allocated staff and volunteers, including providing regular supervision, supporting day-to-day performance and individual wellbeing, and ensuring relevant organisational policies and procedures are followed.
- Have an excellent understanding of the work across all Leeds GATE teams and be able to confidently explain and refer into these, ensuring members receive the full benefit of our offer.

Working with our Members

- Develop meaningful and creative opportunities for members to identify priorities, share their experiences, shape delivery and have their voices heard.
- Ensure research delivered with partners is respectful and accessible
- Use the lived experience of Leeds GATE members and the professional experience of Leeds GATE staff to shape policy approaches
- Ensure Leeds GATE publications always center our members experiences and ideas

Fundraising and Budget Management

- Manage activity budgets within your area of work and ensure financial processes and procedures are followed.

- Contribute to the development of funding bids and reporting by providing detailed, accurate information and evidence from your area of work.

Project Management

- Manage individual projects within your area of work, including planning delivery, allocating agreed tasks, and keeping project documentation up to date.
- Coordinating the design and delivery of research, incorporating the voices and experiences of our members.
- Summarise and review relevant documents, bills, and research reports into clear, accessible briefings for our internal teams, partners, and members.
- Support the team in developing/writing policy papers that reflect our strategic priorities.
- Fill in monitoring forms for projects on time and to a good standard.

Risk Management, Safeguarding and Quality

- Ensure activities within your area of work are risk assessed and Leeds GATE policies and procedures are followed.
- Follow quality assurance processes as directed by your Team Leader/Manager.
- Maintain confidentiality and handle personal and sensitive information appropriately, in line with organisational policies and procedures.
- Identify and respond appropriately to safeguarding concerns in line with Leeds GATE safeguarding procedures, raising concerns with your line manager or safeguarding lead as required.

Partnerships, Strategy, Research, Consultation and Training

- Work with partner organisations to develop activities, opportunities and improved options for members within your area of work.
- To engage and work closely with key stakeholders and decision-makers.
- Represent Leeds GATE at relevant partnership meetings, contributing to discussions and following through agreed actions.
- Contribute your knowledge and experience to research, consultation and training activities when required.

General Responsibilities

- Attend relevant staff, team and other meetings as needed.
- Prepare for and take part in regular supervision.
- Follow Leeds GATE policies, procedures and terms of employment.
- Take part in training and personal development needed for your role.
- Help Leeds GATE run well, including supporting organisational events and providing reasonable cover when needed.
- Work outside normal office hours when needed for the role, including occasional evenings or weekends.
- Positively represent Leeds GATE in your work with members, partners, funders and other stakeholders.
- Undertake other duties appropriate to the level and responsibilities of the post.

PERSON SPECIFICATION

Education & Training

Criterion	Essential	Desirable
Relevant safeguarding training, appropriate to your roles	✓	

Knowledge & Understanding

Criterion	Essential	Desirable
Understanding of Gypsy and Traveller communities or other marginalised communities, including barriers and inequalities people may face.	✓	
Knowledge and understanding of safeguarding, including how to recognise concerns and what to do if you are worried about someone.	✓	
Knowledge and understanding of community development approaches, including building relationships, supporting participation and enabling people to take community action on issues that matter to them.	✓	
Knowledge of relevant legislation and rights, for example in relation to accommodation, welfare, family, health, mental health, children and equalities	✓	
Knowledge and understanding of co-production and involving people in decisions and planning	✓	

Experience

Criterion	Essential	Desirable
Experience of working with Gypsy and Traveller people and/or people who experience inequality.	✓	
Experience of working with people in community settings, outside an office.	✓	
Experience of representing an organisation at meetings, working on shared projects and following through agreed actions.	✓	
Experience of independently co-ordinating an area of work, planning and making decisions	✓	
Experience of supervising staff and/or volunteers.	✓	
Experience of creative methods to engage communities in discussions about issues that matter to them		
Experience of writing research, evaluation and briefings in a way which is engaging and accessible to different stakeholders	✓	

Criterion	Essential	Desirable
Experience of working with individuals and communities to address issues that matter to them, working in partnership with other organisations	✓	

Skills & Behaviours

Criterion	Essential	Desirable
English and maths skills needed to do the role.	✓	
IT skills and ability to use the software and systems needed for the role.	✓	
Able to build positive, trusting relationships and treat people with kindness, dignity and respect. Able to be person centred and flexible to overcome barriers people face to taking part.	✓	
Able to listen to members, involve people in decisions that affect them and support people to have their voices heard.	✓	
Able to recognise and build on people's strengths, skills and knowledge, helping people build confidence	✓	
Able to communicate honestly and clearly and with kindness, work well with others and raise problems or ask for help when needed.	✓	
Able to reflect on your own work, acknowledge mistakes, learn from feedback and try different approaches.	✓	
Able to work in a trauma-informed way and understand how people's life experiences may affect how they feel, think and behave	✓	
Able to respect people's identity and culture, recognising and challenging racism and inequality appropriately.	✓	

Practical Requirements

Criterion	Essential	Desirable
Able and willing to work outside normal office hours when needed, including occasional evenings or weekends.	✓	
Able and willing to travel to different places as needed for the role.	✓	