



VACANCY

Policy Manager / Senior Policy Manager (depending on experience)

Cambridge Ahead is a business and academic membership organisation that exists to be a catalyst for the success of the Cambridge city region, advocating for sustainable and inclusive growth that improves quality of life across all communities.

We work across the public and private sector to produce analysis that helps to shape the future of our city region. We bring insight and ideas across key policy areas and have played a central role in two major recent initiatives, the Cambridgeshire and Peterborough Independent Economic Review and the New Era for the Cambridge Economy.

We are looking for a new team member who is experienced in policy development and motivated by a desire to deliver high quality work that has a positive impact in the real world.

In this role you will work closely with our membership and stakeholders across Local and Central Government, working as part of a small and dynamic executive team in doing so.

As an organisation we are at the forefront of understanding the implications and opportunities for economies in the post-pandemic era, and model flexible working arrangements within our team.

For an informal discussion about the role please contact:

Dan Thorp, Director of Policy and Programmes – Cambridge Ahead

dan@cambridgeahead.co.uk / 07866 846292

To express your interest in the role please send your CV and a supporting statement to Dan Thorp by 17 June.



Job Description

Role:	Policy Manger / Senior Policy Manager		
Organisation:	Cambridge Ahead	Location:	WeWork, Station Road, Cambridge
Reports to:	Director of Policy and Programmes		
Employment:	Full Time		
Salary:	£40,000 - £46,000 depending on experience		
Working Arrangements	Flexible – currently 2 days per week in the workplace, 3 days per week working remotely		

Purpose:

To support Cambridge Ahead to be a catalyst for the long-term success of Cambridge by shaping policy development and managing a diverse programme of work.

The Senior Policy Manager will undertake research and analysis into a wide variety of issues and agendas, contributing to the development of policy proposals that will enable sustainable growth and enhance quality of life across the Cambridge area. The role will also provide direction to the Cambridge Ahead programme of activity, working with stakeholders from Business, Academia, and Government to deliver projects that achieve change.

The role will involve a high degree of active engagement across the Cambridge Ahead membership, the wider business community in Cambridge, and other organisations.

Main Duties and Responsibilities:

- Undertaking research and applying critical analysis to a variety of topics to inform our work programme
- Drafting and developing innovative policy proposals in response to the complex challenges facing Cambridge
- Producing responses to statutory consultations and submissions to Government
- Managing a programme of activity and leading on specific projects as necessary
- Engaging with a wide range of stakeholders to understand and respond to the needs of the Cambridge economy
- Depending on experience, responsibility for leading the development of specific policy areas and representing Cambridge Ahead with external stakeholders on these
- Depending on experience, line management of the Policy Officer, and policy-based internships and academic placements
- Some secretariat support to high-level stakeholder groups and committees

Skills and Attributes:

- Excellent communication skills, both written and verbal
- The ability to influence and provide credible presentations with gravitas
- A solid understanding of, or commitment to learn about, local growth policy
- Ability to analyse and interpret complex information
- Strong organisational skills



- Ability to manage and support others to succeed
- Proactive and adaptive to changing circumstances and priorities
- Ability to oversee a diverse portfolio of work
- Can work independently as well as part of a close-knit team

Relevant Experience:

- Producing written reports and other material analysing complex information
- Programme / Project Management – particularly managing project groups made up of participants from a range of organisations
- Working with Civil Servants, Local Government Officers, and others from across Government
- Working with and building strong relationships with business networks and other representative bodies