



National Survivor User Network

POLICY MANAGER

CONTRACT: PERMANENT

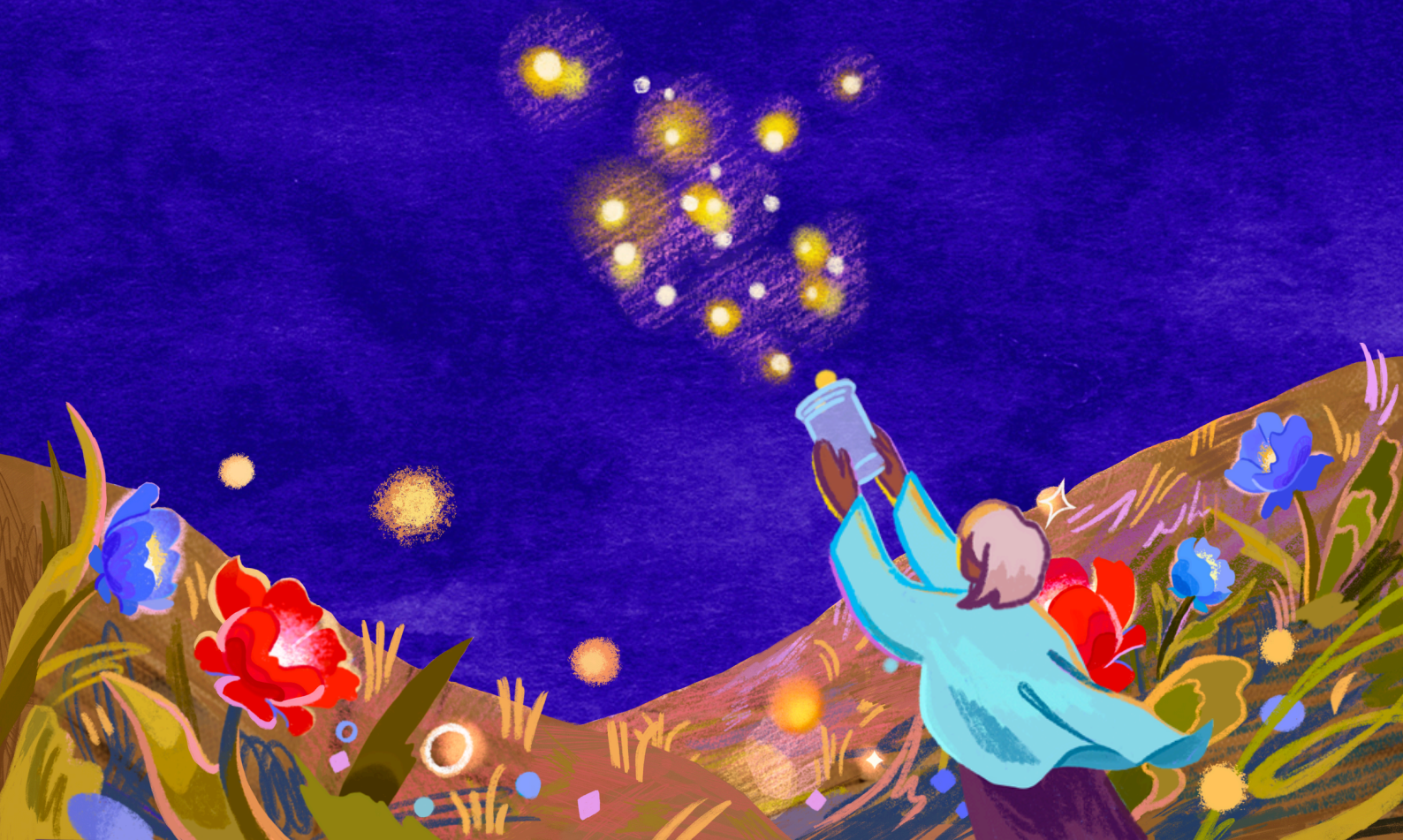
SALARY: £38,722.85

HOURS: 5 DAYS/35 HOURS PER WEEK (APPLICATIONS FOR 4 DAYS PER WEEK ARE WELCOMED)

LOCATION: HOME-BASED FROM WITHIN THE UK

DEADLINE: 9AM ON MONDAY 23RD SEPTEMBER

INTERVIEWS: WEDNESDAY 9TH OCTOBER



ABOUT THE NATIONAL SURVIVOR USER NETWORK

NSUN is a charity and a membership organisation. We are a network of grassroots, user-led mental health groups and people with lived experience of mental ill-health, distress and trauma. We connect, support and amplify the voices and work of our membership and work towards the redistribution of power and resource in mental health.

NSUN is a user-led organisation, and all staff and trustees have lived experience of mental ill-health, distress or trauma.

Over the past couple of years, NSUN has scaled and changed. This is an exciting time to join an organisation which is growing and **embarking upon an exciting new strategic direction**, focussed on doing things differently in mental health and beyond.

ABOUT THE ROLE

We are looking for someone with relevant skills to develop and deliver NSUN's policy strategy and policy/campaigns projects. NSUN takes a critical, political and rights-based approach to policy work at, centering social justice, anti-oppression, and the social and material determinants of distress and trauma. We want to work intersectionally, and do not consider ourselves to be a “single-issue” organisation.

The Policy Manager will play a key role in creating collaborative spaces with members and partners to build momentum and sustainability for lived-experience led mental health policy and campaigns work. Though we do analyse, respond to, and engage with traditional policy mechanisms such as parliamentary processes and legislative change, our focus is more on building an alternative approach and challenging traditional silos at a time where the external environment is one of hostile and unjust structures, systems, and legislation.

Before applying, we ask that candidates familiarise themselves with **the information on our website about our campaigns and policy work**, as the successful candidate will need to demonstrate a strong understanding of NSUN's approach to this area. We are keen to hear from people with less traditional policy experience, such as experience of community organising: while this is not an entry-level position, you do not necessarily need to have traditional policy and influencing experience.

The deadline for applications is **9am on Monday 23rd September**. If you would like to discuss this role in more detail please contact Ruairi White (he/they, Senior Communities and Grants Manager) by emailing **ruairi.white@nsun.org.uk**. If you require this recruitment pack in a different format, please let us know by contacting **info@nsun.org.uk**.

Interviews will take place on Zoom for shortlisted candidates on **Wednesday 9th October**.



MAIN TERMS AND CONDITIONS

- **Contract:** permanent (this post is fully funded for 2 years, with the intention to secure funding for its continuation)
- **Salary:** £38,722.85 (full time), £30,978.28 (pro rata for 4 days per week)
- **Hours:** 5 days/35 hours per week (full time), but we welcome applications for the role on a part time basis (4 days/28 hours per week). Enquires about flexible working are welcome. We welcome applications for job shares: if you are interested in applying for the role as a job share, you will need to do so together with the person you would share the role with, and both of you will need to complete application forms. We very rarely have two single applications for job shares and so are unable to 'match' applicants
- **Reports to:** Senior Communities and Grants Manager
- **Direct reports:** Rights and Migration Policy Officer
- **Location:** home-based/remote from within the UK. NSUN does not have a physical office. Occasional travel for team meetings will be required (travel costs are reimbursed). Based on the current location of the existing team, London is usually the most suitable location for face-to-face meetings, and candidates would need to be able to make the return journey in one day
- **Holiday:** 25 days per annum rising by 1 day per year to a maximum of 33, plus bank holidays (full time), or based on a 28 hour working week: 20 days per annum rising by 0.8 days per year to a maximum of 26.5, plus a pro rata allowance for bank holidays
- **Pension and benefits:** NSUN offer an automatic enrolment pension scheme starting with employee and employer contributions of 3.5%, with the option of employer matched contributions to 6% and an Employee Assistance programme (EAP) and an optional Health Care plan with HSF
- **Probationary period:** 6 months
- **Notice period:** 1 week during first 8 weeks, rising to 1 month until end of probation, following successful completion of probationary period notice rises to 2 months
- **Disclosure and Barring:** due to the nature of our work, you will be required to have a check with the Disclosure and Barring Service (DBS) for which NSUN will cover the cost. NSUN is an equal opportunities employer and seeks to encourage applications from all sections of the community. Having a criminal record will not necessarily exclude someone from obtaining or retaining a paid role with us.

JOB DESCRIPTION

Policy & programme leadership

- Leadership of NSUN's policy work, projects, and partnerships, including partnering with members to support their campaigns through a variety of flexible and responsive methods
- Ensuring that relevant legislation, policy and practice on mental health is monitored, analysed and shared with the wider team, to support NSUN's objectives
- Leading impactful policy projects, small and large, including delivering high quality briefings, reports and research
- Leading on the development of a 2026 policy charter with user-led groups based in London which sets out key principles for engagement, support and measuring impact of community-led responses to mental ill-health

External representation and engagement

- Leading policy engagement and coalition building: coordinating our policy engagement and convening stakeholders, including grassroots members and civil society partners, to advance our objectives
- Contributing to the development of and/or signing off on policy-related media outputs, quality assuring external reports
- Representing NSUN at events and in the media

Strategic leadership

- Overseeing the delivery of the annual operations plan in relation to policy in consultation with other team members, and monitoring and evaluating the success of those targets on an annual cycle
- Working closely with your manager, the CEO, and other members of the team to develop our policy strategy, methodology, and ethical practice

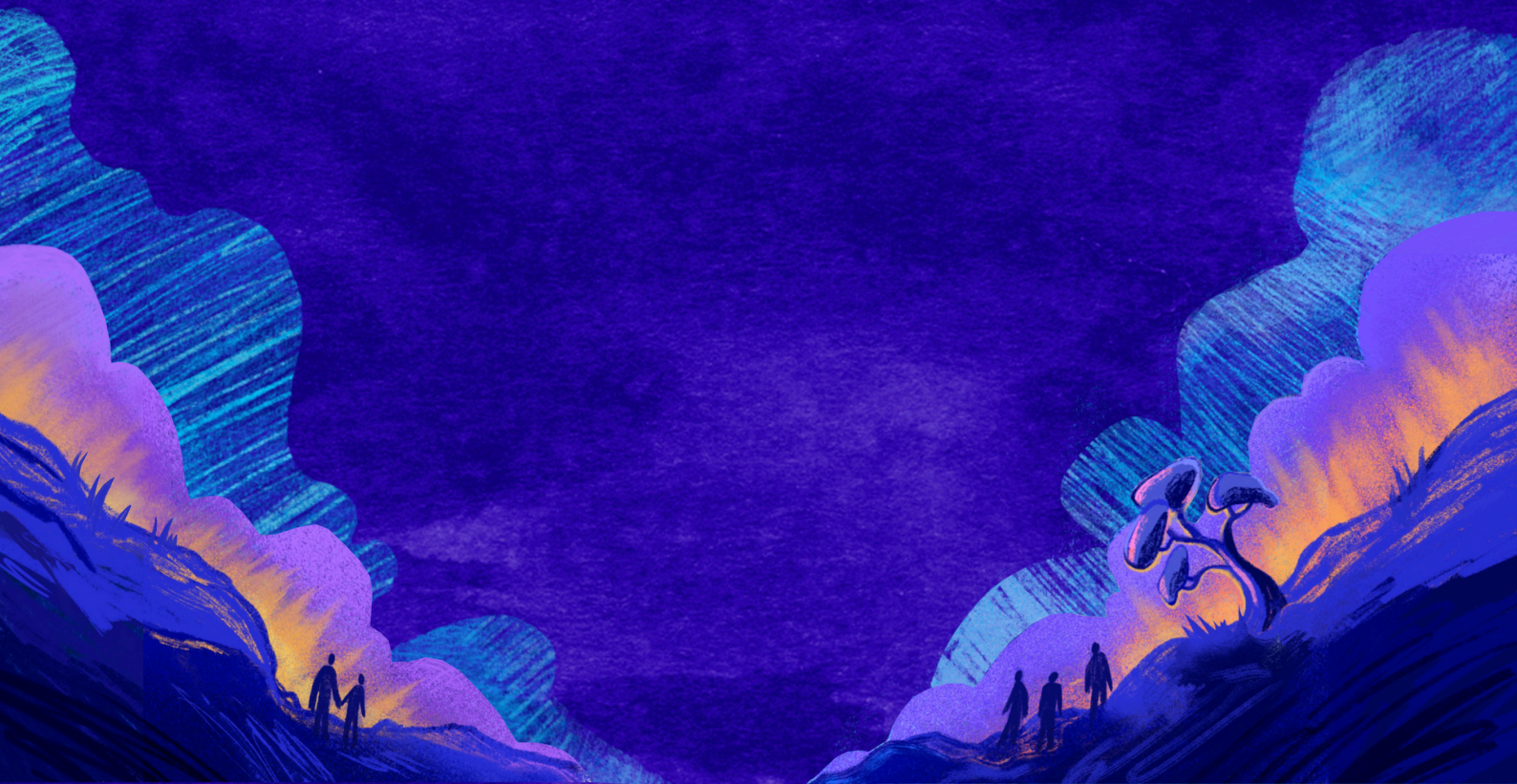
- Working across the wider team to ensure policy priorities are reflected across NSUN's work

Management

- Management of the Rights and Migration Policy Officer, including supervision, appraisal and development, and recruitment of any further members of the team
- Ensuring proper management of policy budget, participating in budgeting and financial management as required
- Reporting to relevant funders on the work

General

- Any other duties as required by your line manager and commensurate with the role



PERSON SPECIFICATION

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential to have.

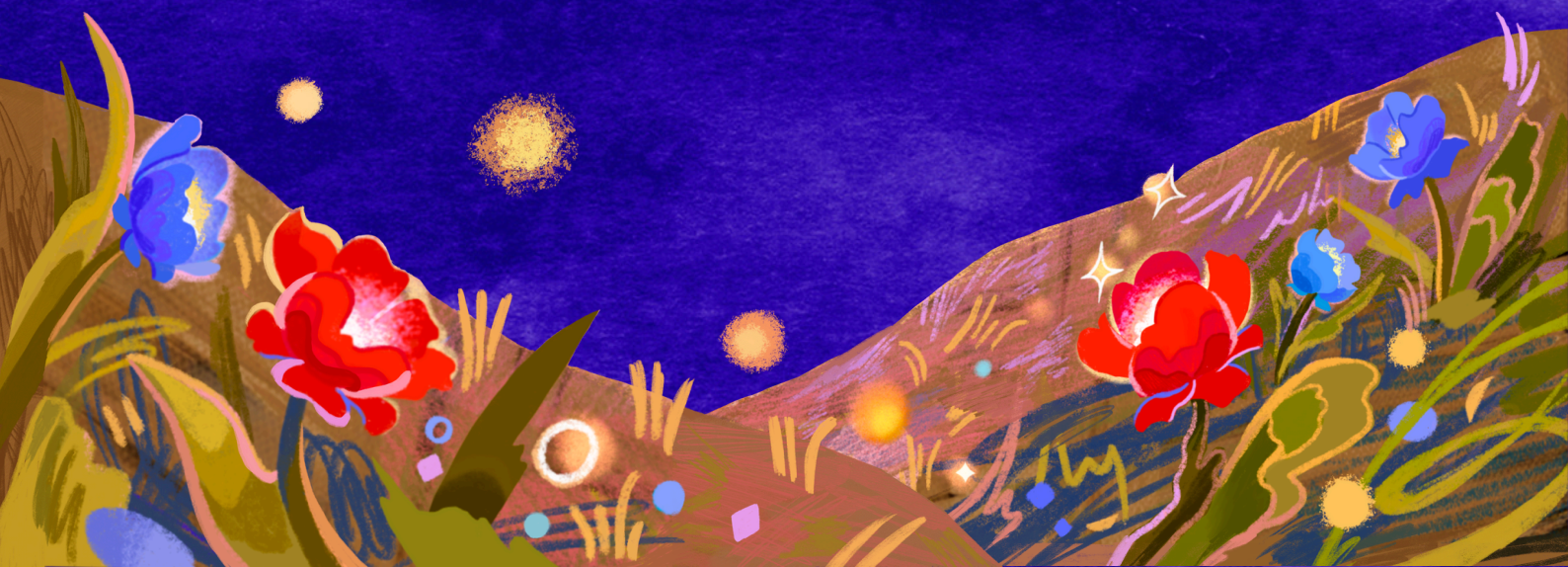
Essential

- Lived experience of mental ill-health, distress or trauma, which may include racial trauma. When addressing this point in your application form, please do not feel the need to disclose anything about your personal lived experience in any detail; we are interested in how your lived experience informs your ways of working and/or your interest in the role and organisation
- An excellent understanding of and commitment to the values NSUN's policy work is based on - social justice, anti-oppression, and centering grassroots perspectives - with the ability to lead on developing policy work based on them
- Coalitionary/collaborative campaigning or organising experience, particularly with grassroots groups, with an understanding of the benefits and challenges of working in this way
- Understanding of the tensions between in-system versus out-system campaigning and influencing work; particularly how this ties into conversations around reformist versus abolitionist work
- Excellent and persuasive communications and representational skills, written and verbal, including the ability to translate and communicate complex issues for non-technical audiences
- Project or programme management experience
- Strong analytical skills
- Strong skills in delegation and supporting the development & wellbeing of colleagues
- Strong interpersonal and relationship management skills, with the ability to work well in a remote team

- Good organisational skills and strong attention to detail, with the ability to prioritise work effectively, work autonomously, and react quickly

Beneficial

- Good understanding of mental health legislation in England and of international human rights frameworks, eg the UNCRPD
- Experience working in a small charity and/or experience of user-led organisations
- Good knowledge of British politics and UK parliamentary procedures
- Experience of developing organisational and project-specific strategy within campaigning and policy work, including experience of impact and assessment tools
- Connections with organisations working on social justice and campaigning
- Line management experience
- Experience working with the media
- Experience of MS Office 265



APPLICATION AND INTERVIEWS

The recruitment process consists of an application form, a first interview and short task for longlisted candidates, and a second interview for candidates shortlisted after the first interview.

To apply, please complete and send the following two documents to info@nsun.org.uk. Please include "Policy Manager" in the email subject line.

Click on the links to download:

1. **Application form**. If you would prefer, you are welcome to send us a video or audio file (no longer than 6 minutes), to answer the "Ethos and approach", "Lived experience" and "Supporting information" sections of this form. The rest of the form must be completed and submitted. We do not accept CVs or cover letters.
2. **Equality Monitoring Form**

Your details will be handled in line with our [Privacy Policy](#).

On completion of all the above documents by **9am on Monday 23rd September** we will acknowledge receipt of your application. We regret that late applications will not be considered. You can find out more about NSUN by [visiting our website](#). If you would like to discuss this role in more detail please contact Ruairi White (he/they, Senior Communities and Grants Manager) by emailing ruairi.white@nsun.org.uk.

First interview and task

Longlisted candidates will be emailed a brief written task one week before the interview, to be completed before the interview. The task should take around an hour to complete. It will be considered alongside the interview question answers (and 'weighted' the same as an interview question in scoring).

We will email you a meeting invite, which includes a link to the interview, in advance. We will send you the questions for the first interview the day before the interview.

First interviews will be held online using Zoom with Ruairi White (he/they, Senior Communities and Grants Manager), and Amy Wells (she/her, Senior Communications and Membership Manager) **on Wednesday 9th October.**

Second interview

For candidates shortlisted after the first interview/task, there will be a short and more informal second interview with Mandy Crandale (she/her, CEO) and Ruairi White (he/they, Senior Communities & Grants Manager). These will take place at a mutually convenient time in **the week commencing the 14th of October.** The purpose of this interview is to be more conversational so you will not receive questions in advance. It is a chance to find out more about your interest in the role, what you would like to get from it, and how you prefer to be managed and supported. It is also a chance for you to ask any questions about the role, organisation, and job description.

We will aim to inform you of the outcome of the recruitment process on the day of your second interview. Please note that more than one candidate is likely to be put through to this second stage interview.

Please let us know if you require any adjustments to the application and/or interview process for you to participate and we will do our best to accommodate these.

Communications and feedback

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a week's notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.



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**REGISTERED CHARITABLE INCORPORATED
ORGANISATION IN ENGLAND (NO.1135980)**

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