

Application Pack

Senior Policy and Networks Manager

About London Higher

London Higher is the representative body for over 40 universities and higher education colleges across the capital. We are committed to raising the voice of London's higher education and research sector and ensuring our members are making the London higher education experience the best it can be for students and staff from around the world.

The organisation currently has three core divisions, each with its own stream of research and advocacy activities, along with several discrete projects. Our outputs are diverse and include research reports, promotional material, meetings and workshops, parliamentary lobbying, media management and receptions. In addition to this we also run a wide range of advisory groups and networks to bring our members together.

London Higher works closely with partner organisations including the Greater London Authority (GLA), BusinessLDN, the business sector and higher education bodies.

Equal opportunities policy statement

London Higher is committed to promoting equality of opportunity for all employees and applicants. It is London Higher's policy that employment and progression within it will be determined solely by personal merit, the application criteria which are related to the effective performance of the job and the needs of the business. No applicant or employee will be treated less favourably than any other on the grounds of gender, marital status, race, colour, membership or non-membership of trade unions, disability, spent convictions or age.

In addition, as part of our approach towards encouraging diversity in our organisation, applications from BAME or disabled candidates would be very welcome.

London Higher aims to ensure that there is no unfair discrimination in the way we recruit. To help us monitor our recruitment process we need to gather information about the age, disability, gender and ethnic origin of our applicants. However, participation in ethnic and disability monitoring is not compulsory and will have no bearing on the consideration of your application. Please be assured that this information is acknowledged to be potentially sensitive and is regarded as personal and confidential. If you do not wish to participate in monitoring, please choose the *Prefer Not to Say option*.

How to apply

Please ensure you follow the guidance below when completing and submitting your application:

- Complete the London Higher application form in full;
- In the statement section, **you should address each point on the job specification, providing information, examples and evidence** to illustrate how you meet the criteria for the post;
- Completed application forms and Equality and Diversity Monitoring forms should be submitted in MS Word format to: Jobs@londonhigher.ac.uk by **17:00 on Monday 05 December 2022**. **We will not be able to consider any applications received after this deadline;**
- Please note **that** completion of the equal opportunities form is not compulsory;
- If you have any questions about the post or wish to discuss the role informally please contact Jenny Wetherill, Chief Operating Officer (jenny.wetherill@londonhigher.ac.uk) or Diana Beech, CEO (diana.beech@londonhigher.ac.uk).

Shortlisting will take place on Tuesday 06 December 2022 and successful short-listed candidates will be notified on or around Wednesday 07 December 2022 if they have been selected for interview. **Interviews are scheduled to be held on 12 and 13 December 2022.** Regrettably we will be unable to offer alternative dates if you are unable to attend on this date due to the work commitments of the interviewing panel.

If you do not hear from us within **one** week of the closing date, we regret that on this occasion your application has not been successful.

Shortlisted candidates will be required to provide evidence of their right to work in the UK.

Working at London Higher

Salary

The role will be remunerated at £38,000 - £45,000 p.a. (depending on experience)

Contract

Fixed term for two years.

Probation

The appointment will be subject to a probationary period.

Hours of work

The post-holder will be expected to work 35 hours per week, excluding lunch breaks, Monday to Friday inclusive. London Higher encourages flexible working and staff members can flex their hours to suit their needs.

We may consider 28 hours (4 days) per week for exceptional and experienced candidates.

Place of work

London Higher offices are based in Tavistock Square (WC1H 9HQ) and staff members can access the office as much as they would like. In addition, staff benefit from a flexible working agreement where they can also work from home.

Annual leave

Annual leave is 25 working days for full-time staff members. London Higher also closes for a period at Christmas and Easter, at which times staff benefit from a total of five 'privilege days' in addition to statutory Bank Holidays. The leave year runs from 01 August to 31 July.

Pension

You will be given the option to join Universities Superannuation Scheme (www.uss.co.uk) if you have a contract of employment for more than 3 months. If you do not wish to join the scheme you must make a formal declaration stating that you wish to opt out.

Our other benefits include:

- A flexible and home working policy
- Free eye tests
- A central London location
- A training and development budget for each division
- A friendly and informal atmosphere