

**For immediate appointment**

## Senior Policy Officer

**Location:** London / Hybrid working available

**Contract:** Full-time (35 hours per week) | Permanent

**Reporting to:** Policy Manager

**Salary :** £38,000 - £42,000pa

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### About Care England

Care England, a registered charity, is the leading voice of adult social care providers in England. Representing members who deliver care and support to over 120,000 people, along with a wide range of services, Care England supports those providing care for older people, individuals with long-term conditions, learning disabilities, mental health needs and autism.

As the collective voice of our members and the wider care sector, Care England champions a united, quality-driven and independent sector that prioritises choice, value for money and exceptional care standards.

Through policy development, advocacy, lobbying and stakeholder engagement, Care England works to influence decision-makers, shape public policy and ensure the voice of care providers is heard at the highest levels of government.

### Purpose of the Role

The Senior Policy Officer leads the delivery of major policy workstreams and projects across Care England's priority areas, including funding, workforce, regulation, commissioning, NHS integration, digital transformation, immigration and wider adult social care reform.

The postholder will act as the lead officer for designated policy portfolios, developing evidence-led positions, managing complex projects, drafting high-quality policy outputs and representing Care England externally.

This is a senior delivery role within the Policy Team. The Senior Policy Officer is expected to operate with a high degree of independence, manage multiple stakeholder relationships,

provide policy expertise to colleagues and support the development of Policy Officers through mentoring and guidance.

While the role carries significant responsibility for policy development and delivery, responsibility for organisational strategy, team management, performance management and final sign-off remains with the Policy Manager.

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## Key Responsibilities

### Policy Leadership and Portfolio Ownership

- Act as the lead officer for designated policy portfolios, developing expertise and maintaining oversight of key developments.
- Lead major policy projects from inception through to completion.
- Develop evidence-based policy recommendations and practical solutions to issues affecting independent adult social care providers.
- Identify emerging risks, opportunities and policy developments requiring organisational action.
- Support the Policy Manager in translating organisational priorities into deliverable work programmes.
- Ensure delegated workstreams are delivered on time and to a high standard.

### Research, Evidence and Policy Development

- Lead research projects, surveys, evidence-gathering exercises and consultation activities with members.
- Analyse qualitative and quantitative evidence to identify policy trends, financial pressures, operational challenges and opportunities for reform.
- Translate member experiences and evidence into policy recommendations, reports and influencing activity.
- Lead the drafting of consultation responses, position papers, reports, briefings and evidence submissions.
- Undertake detailed horizon scanning and policy analysis across relevant policy areas.
- Produce internal briefings to support decision-making by the Policy Manager and Chief Executive.

### Stakeholder Engagement and Representation

- Represent Care England at stakeholder meetings, working groups, conferences, consultations and external events.
- Develop and maintain constructive relationships with members, government officials, regulators, NHS bodies, local authorities and sector partners.

- Present Care England’s policy positions clearly and professionally in external forums.
- Lead stakeholder engagement activities on designated policy areas.
- Ensure stakeholder intelligence is captured and incorporated into policy development.

## Member Engagement and Special Interest Groups

- Lead designated Special Interest Groups, roundtables and member engagement forums.
- Develop agendas and work programmes that reflect member priorities and emerging policy developments.
- Ensure member intelligence is captured, analysed and translated into policy activity.
- Respond to complex member enquiries relating to delegated policy areas.
- Support the development of member-facing resources, guidance and briefing materials.

## Communications and Publications

- Lead the drafting of reports, consultation responses, blogs, briefing papers, newsletters and policy updates.
- Contribute to parliamentary briefings, public affairs materials and external publications.
- Support the development of media lines and policy commentary where required.
- Ensure all outputs are evidence-led, accurate and aligned with Care England’s agreed positions.
- Present findings and recommendations to members and external audiences.

## Mentoring and Team Contribution

- Provide informal mentoring and support to Policy Officers.
  - Support colleagues with research methodologies, stakeholder engagement and policy drafting.
  - Review and provide constructive feedback on outputs produced by junior colleagues.
  - Deputise for the Policy Manager at meetings and events when required.
  - Contribute to team planning, project tracking and workload management discussions.
  - Support a collaborative and high-performing team culture.
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## Person Specification

### Essential

- At least 2 years' experience in policy, public affairs, research, membership organisations, adult social care, health or a related field.
- Strong understanding of adult social care policy and the challenges facing providers.
- Experience leading projects, workstreams or complex pieces of work.
- Proven ability to produce high-quality policy outputs, reports and written materials.
- Strong analytical and research skills, including the ability to interpret qualitative and quantitative evidence.
- Excellent written and verbal communication skills.
- Experience managing relationships with a range of stakeholders.
- Ability to work independently and manage competing priorities.
- Strong organisational skills and attention to detail.
- Good policy judgement and ability to identify issues requiring escalation.

### Desirable

- Experience working within or alongside adult social care providers.
- Experience leading consultation responses, surveys or research projects.
- Understanding of adult social care funding, workforce policy, commissioning, regulation or NHS integration.
- Experience facilitating stakeholder groups, workshops or member forums.
- Experience mentoring or supporting junior colleagues.
- Familiarity with parliamentary, governmental or regulatory processes.

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## Success Measures

- Designated policy portfolios are effectively managed and developed.
- Major projects, reports and consultation responses are delivered on time and to a high standard.
- Members receive high-quality policy support and opportunities to influence Care England's work.
- Stakeholder relationships are maintained and strengthened.
- Policy recommendations are evidence-led, practical and aligned with organisational priorities.
- Policy Officers receive effective support and development.

## How to apply

Send CV and cover letter to SayWee Tan at [swtan@careengland.org.uk](mailto:swtan@careengland.org.uk)

Application deadline: 14 July 2026.

This vacancy may close early should a suitable candidate be appointed before the closing date.