

**For immediate appointment**

## Policy Officer

**Location:** London / Hybrid

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

**Reporting to:** Policy Manager

**Salary :** £35,000 - £38,000 pa depending on experience

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### Purpose of the Role

The Policy Officer supports the delivery of Care England's policy, research, member engagement and influencing activity.

The postholder will work across a broad range of adult social care policy areas, including funding, workforce, regulation, commissioning, NHS integration, digital transformation, immigration and wider sector reform. They will contribute to the development of policy outputs, undertake research, support member engagement activities and help ensure Care England's work is informed by the experiences of independent care providers.

This role provides an excellent opportunity to develop a career in policy and public affairs, offering exposure to government consultations, stakeholder engagement, policy development, research projects and member-facing work.

The successful candidate will be organised, proactive and adaptable, with a strong interest in adult social care and a willingness to learn and develop within a fast-paced environment.

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### Key Responsibilities

#### Policy and Project Support

- Support delivery across Care England's policy work programme.
- Contribute to the development of consultation responses, briefings, reports, correspondence and policy submissions.
- Deliver defined pieces of work or smaller projects as delegated by senior colleagues.
- Assist with preparation for internal and external meetings, including drafting agendas, collating evidence and recording actions.
- Support project planning, tracking and delivery activities across the Policy Team.
- Escalate risks, issues or emerging themes to senior colleagues where appropriate.

#### Research, Evidence and Intelligence

- Undertake desk-based and primary research to support policy development.
- Assist with member surveys, evidence-gathering exercises and consultation activities.
- Produce case studies, evidence summaries and background briefings.

- Monitor policy developments, government announcements, consultations and sector news.
- Support horizon scanning activities and share relevant intelligence with colleagues.
- Conduct Freedom of Information requests and other research activities where required.

#### Member Engagement

- Act as a first point of contact for member policy enquiries.
- Support the delivery of Special Interest Groups, roundtables and member meetings.
- Assist with agendas, minutes, action tracking and follow-up communications.
- Build an understanding of the operational challenges facing independent care providers.
- Ensure member feedback and experiences are captured and shared with the wider team.

#### Stakeholder Engagement

- Attend external meetings, conferences and stakeholder events where appropriate.
- Support stakeholder engagement activities across Care England's policy priorities.
- Build positive working relationships with members, partners and sector stakeholders.
- Assist senior colleagues in preparing for stakeholder meetings and engagement opportunities.

#### Communications and Publications

- Produce the Daily Policy Update and contribute to the Weekly Bulletin.
- Draft blogs, newsletters, member updates and briefing notes.
- Support the development of reports, consultation responses and external publications.
- Ensure written outputs are accurate, evidence-based and aligned with Care England's policy positions.
- Assist in preparing presentations and supporting materials for meetings and events.

#### Team Support and Coordination

- Work collaboratively with colleagues across the Policy Team and wider organisation.
- Maintain accurate project records, contact lists and stakeholder information.
- Support the coordination of policy events, webinars and engagement activities.
- Provide cover for colleagues where required.
- Contribute positively to team planning and continuous improvement discussions.

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### Person Specification

**Must be able to work in the UK without restrictions**

## Essential

- Strong interest in adult social care and public policy.
- Excellent written and verbal communication skills.
- Strong organisational skills and ability to manage competing priorities.
- Good analytical and research skills.
- Ability to interpret and present information clearly.
- Proactive and adaptable approach to work.
- Strong attention to detail.
- Ability to work independently while contributing effectively to team objectives.
- Competence in Microsoft Word, PowerPoint and Excel.
- Strong interpersonal skills and ability to build effective working relationships.

## Desirable

- Experience in policy, research, public affairs, membership organisations or a related field.
  - Understanding of the adult social care sector.
  - Experience supporting stakeholder groups, events or engagement activities.
  - Experience conducting research, surveys or evidence gathering.
  - Familiarity with government, parliamentary or regulatory processes.
  - Experience producing written briefings, reports or communications materials.
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## Success Measures

- High-quality research and policy support is delivered consistently.
- Member enquiries are handled effectively and professionally.
- Policy outputs are accurate, evidence-led and delivered on time.
- Member intelligence is successfully gathered and shared across the team.
- Stakeholder engagement activities are well supported.
- The postholder develops expertise across key adult social care policy areas and contributes positively to the wider Policy Team.

## How to apply

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

Application deadline: 5 October 2026.

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