



Policy and Campaigns Lead (parental leave cover)

Job Description

Job Title:	Policy and Campaigns Lead
Reporting to:	Director of Communications, Campaigns and Research
Responsible for:	N/a
Based:	<p>We offer a hybrid model of working and our office is based in Angel, London N1. This postholder is expected to be in the office at least one day per week, in addition to attending regular meetings and events in London with politicians, partners and young women.</p> <p>We meet together in our London office fortnightly on Tuesdays and we ask that you can commit to this.</p>
Hours:	28-35 hours per week, open to flexibility including compressed hours and job sharing (you must apply with a job share partner)
Salary:	Grade 5 - £54,651 (plus pay award to be applied April 1st - awaiting approval)
Contract type:	Fixed term for 18 months (extended parental leave cover)
Travel expenses:	All staff are required to pay for travel costs to and from the London office, regardless of where they live. However, staff can claim travel expenses for journeys to places other than the London office for work purposes.

About us

Young Women's Trust champions young women aged 18 to 30 on low or no pay. We're here to create a more equal world of work and raise young women's incomes. We offer young women free coaching, feedback on job applications and information to help them get where they want to be. We bring together a network of thousands of young women to support each other, build their self-belief, and have their voices heard. We work with young women to campaign for equality in the workplace. And our research provides insight into what young women's lives are really like, fuelling our campaigns for change.

About the role

The Policy and Campaigns Lead is responsible for creating and delivering high-impact campaigns to build young women's visibility, voice and power and achieve changes to policies, practices and attitudes which will bring about an equal world of work for young women.

You will play a critical part in delivering our 23-28 strategy, and will build Young Women's Trust's policy expertise and campaigning capability and our alliances with others who can support us to achieve our purpose.

You will bring a track record of leading campaigns which have demonstrably contributed to policy or other social change. You'll be passionate about working with people with lived experience to develop policy solutions and campaigns, and will have the ability to build influential relationships and to represent Young Women's Trust with a range of external audiences.

Key deliverables

- Devise evidence-based policy solutions to key issues relating to young women in the world of work.
- Lead impactful campaigns which bring about changes to government policy and/or employer practice.
- Mobilise and support young women to lead change through involvement in YWT campaigns and developing their own campaigning skills and confidence.
- Raise Young Women's Trust's profile as a social change organisation and develop strong relationships with policymakers and other key stakeholders.

Main responsibilities

1. Lead the development, delivery and evaluation of Young Women's Trust's policy, campaigns and public affairs strategies.
2. Ensure that young women are at the heart of policy and campaigns, from developing policy through to delivering campaigns, and that we proactively seek opportunities to build young women's own power. This includes mobilising a network of young women and creating opportunities for young women to directly influence politicians and decision makers.
3. Oversee the development of robust policy solutions and positions, working closely with the Research Lead to gather and analyse evidence; with the Services team to ensure insights from services are built into policy work; and consulting with young women and other stakeholders.
4. Develop and lead effective, innovative social change campaigns – setting clear objectives, identifying the right campaigning methods and tactics, managing delivery, monitoring progress and adapting as needed.

5. Establish and maintain strong relationships with politicians, civil servants, policy-makers and stakeholders including other campaigning organisations.
6. Lead employer engagement activity to bring about change to employer policy and practice – including developing strategy; overseeing delivery; and working with the Fundraising team to maximise income generation opportunities.
7. Keep abreast of policy and political developments relevant to Young Women’s Trust, and proactively identify opportunities to further our objectives and raise our profile.
8. Set, manage and monitor campaigns budgets.
9. Commission and oversee consultancy and freelance policy and campaigns support as required.
10. Ensure that the Young Women’s Trust Senior Leadership Team and Communications, Campaigns and Research team have comprehensive and up to date intelligence and analysis of relevant policy and practice issues.
11. Produce high quality material including written recommendations, policy briefings, consultation responses, presentations and campaign materials for a range of audiences.
12. Act as a key spokesperson, representing Young Women’s Trust with politicians, the media, key stakeholders and at high-profile conferences and events.
13. Work closely with the wider Communications, Campaigns and Research team to lead an integrated approach to all external affairs activity, including acting as project manager for cross-team campaigns and projects; ensuring policy and campaigns material is translated into compelling key messages and digital content; identifying media and PR opportunities for campaigns and influencing; and coordinating the communications, marketing and digital aspects of campaigns.
14. Ensure that policy and campaigns actively involve and shine a spotlight on the experiences of those young women facing the biggest barriers to economic justice, including racially minoritised and disabled young women.

Working relationships

External contacts
<p>Politicians</p> <p>Civil servants</p> <p>Stakeholder organisations including other charities and campaigning organisations and think tanks; at all levels up to and including directors and CEOs</p>

Media – journalists, editors and producers

Young women aged 18-30, including those with lived experience of living on low pay

Employers and employer networks

Budget management

Responsible for the Policy and Campaigns budget.

General responsibilities

- To work in a flexible manner, taking initiative and prioritising the needs of the organisation.
- Follow organisation policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.
- Act as champion of Young Women’s Trust’s values and principles, including our commitment to becoming an anti-racist organisation.

Special factors

- Some evening and weekend work may be required, for example to attend events and workshops with young women.
- Occasional travel within England and Wales to attend events with young women.

Safeguarding

At Young Women’s Trust, we are committed to safeguarding the well-being of all the young women we work with, as well as our employees and volunteers who are involved in or affected by our work. All employees have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

DBS requirement

N/a

Equity, Diversity and Inclusion

Young Women’s Trust strives to be an inclusive and representative organisation. We are committed to appointing individuals from a wide range of backgrounds, lived experiences and cultures. We particularly encourage applications from racially minoritised candidates and working-class candidates who are currently under-represented in our staff team.

You’ll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work.

We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

This job description sets out the main responsibilities of the role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Person Specification

(Essential, i.e., a candidate must meet all essential criteria to be considered for selection, or Desirable)

	Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • A significant track record of leading impactful social change campaigns, using a range of campaigning techniques. • Experience of policy research, analysis and development, working with both data and lived experience voices. • Experience of working with people directly affected by an issue, from a wide range of backgrounds, to support them to design and deliver campaigning activity. • A strong working knowledge of the UK political system and a proven track record of engaging with national decision-makers, including parliamentarians and civil servants, to bring about change. • Experience of managing policy and influencing projects, including strategic planning, budget setting and monitoring, and evaluation. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>x</p>

Skills & attributes

- Proactive, strategic and quick-thinking, with the ability to identify and harness opportunities to influence in a fast-moving policy environment.
- Excellent personal influencing skills, with the ability to build strong relationships and alliances with a wide range of people including politicians and civil servants, counterparts in other campaigning organisations, and young women from a diverse range of backgrounds.
- A solution-oriented approach, with the ability to solve complex problems, hear different perspectives and build consensus.
- Exceptional written communications skills, with the ability to produce high quality policy material including consultation papers and briefings, for a range of audiences both expert and non-expert.
- Excellent verbal communication and presentation skills, with the ability to represent Young Women’s Trust with politicians, the media at high-profile events.
- Knowledge of digital campaigning and/or mobilisation techniques.
- A commitment to Young Women’s Trust’s values and principles, including our anti-racism work.

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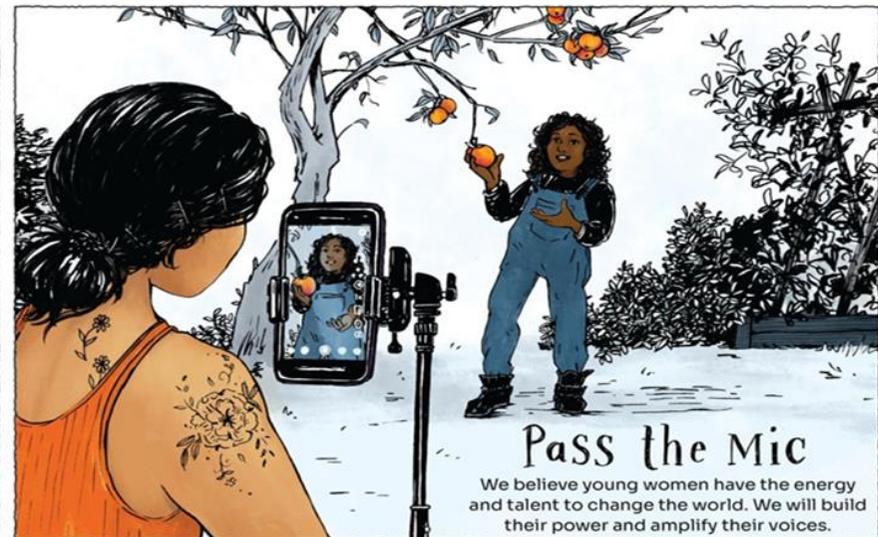
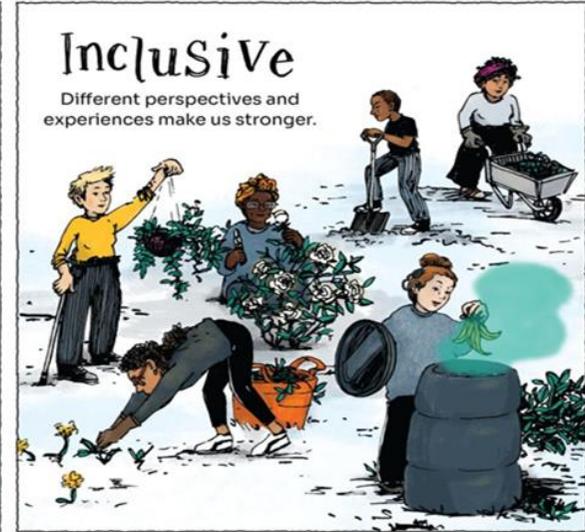
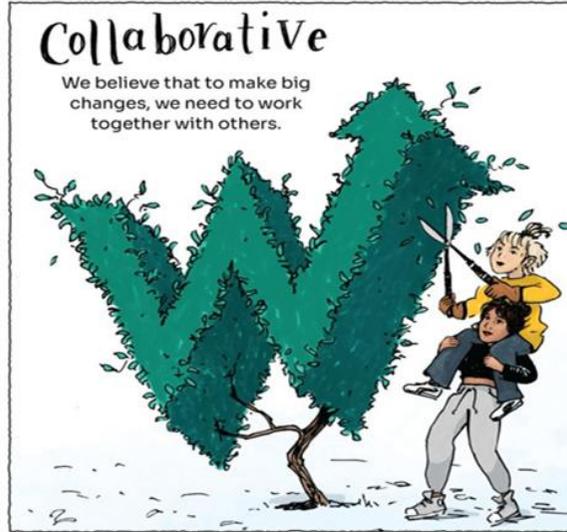
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Our values



Young Women's Trust Structure

Young Women's Trust
Team Structure February 2026

