

ART FUND
JOB DESCRIPTION

Job Title	Policy Manager
Department	Programmes
Reports to	Director of Programme and Policy
About Art Fund	
<p>Art Fund is the national fundraising charity for art. We are an independent charity committed to a vibrant museums sector. We believe art can make you see, think and feel differently.</p> <p>We invest millions of pounds every year to help museums and galleries acquire works of art for their collections, support the development of their workforce, grow their audiences, and champion the vital contribution they make to society. We are supported in this work by our 130,000 members through the National Art Pass, as well as the generosity of many trusts, foundations and other individuals.</p> <p>Pre-lockdown, millions of people visit UK museums every year; they made up seven out of 10 of this country’s most visited free attractions, and were seen by the public as trusted civic spaces for inspiration, education, reflection, and dialogue. Throughout the pandemic they worked tirelessly to remain connected to their audiences in a host of creative ways – on site, online and out in the community. But now, following years of funding cuts and two years of lockdowns, and facing a cost of living crisis, the sector must navigate through unprecedented financial and existential challenges. It is more important than ever that Art Fund, alongside its partners across the museum and cultural sectors, plays its part in supporting and advocating for museums and art galleries, making the case to government, our members and the general public for the vital role they play in our cultural, social and civic communities.</p>	
Purpose of Role	
<p>To help us in this work, Art Fund is seeking a Policy Manager. The role is responsible for focussing, driving and delivering Art Fund’s policy agenda in line with the five-year vision and strategy to help effect change; taking a lead and advising the Director, Director of Programme and Policy, Director of Communications and other senior staff on the organisation’s internal and external engagement with key issues affecting the UK’s museums and galleries, arts and heritage, and not-for-profit sectors, and actively developing relationships with key political figures and other relevant external stakeholders.</p> <p>A member of the Programme team, reporting to the Director of Programme and Policy, you’ll work with colleagues across Art Fund and the wider sector to ensure our policy and advocacy work is as effective and valuable to the sector as our grant-making, and supports our new five-year strategic plan. You’ll identify where Art Fund can make a real difference for the museum and gallery sector across our priority areas and build our reputation in these areas: championing diverse and inclusive museum collections, workforce and audiences; reaching a new generation of museum goers that through digital and community experiences, as well as in the museum itself, and; developing a sustainable sector. You’ll share the energy and commitment that Art Fund staff bring to their work, as well as a belief in the importance of arts and culture.</p> <p>The successful candidate will be a dedicated and imaginative self-starter with great political antennae, a love for the little details that can make all the difference to a piece of policy alongside the ability to see the big picture, and an excellent track record working with and influencing a wide range of stakeholders.</p> <p>We care about equal opportunities and welcome applications from a broad diversity of talent from all sections of the community.</p>	
Key Accountabilities	

Policy and research

- Keep abreast of developments in Westminster, Whitehall and the wider cultural sector, monitor government policies, laws and regulations, and identify in good time issues affecting the museums, arts and heritage sectors, cultural and creative industries, and Art Fund.
- Provide intelligence on, and insight into the positions of a wide range of stakeholders on matters relating to Art Fund and the UK museums and not-for-profit sectors.
- Produce timely and concise briefings to the Chairman, Director, Director of Programme and Policy, Director of Communications and other staff, Trustees and stakeholders on relevant issues, and help determine and present Art Fund policy and communications on such issues.
- Commission and/or conduct research and gather data and evidence to support the development and communication of Art Fund programme and policy work, manage the organisational research working group to ensure an overview of the research pipeline and the strategic purpose of each report in supporting our goals, and take a lead in identifying opportunities for Art Fund to further contribute to wider sector policy through original research.
- Work with the Director of Communications and the Communications team to provide information and research to inform briefings to the media, press and position statements, comment pieces, letters and articles.
- Respond to political and museums sector consultations where necessary, in consultation with senior Art Fund staff and, where relevant, external partners.
- Liaise with colleagues to help prepare agendas, papers, briefing and speech notes and presentations for the Chairman, Director and Director of Programme and Policy, Senior Management Team for key external meetings, appointments and for Trustee meetings.
- Provide up to date content for relevant sections of Art Fund's website.
- Produce regular internal updates on key political and policy issues.

Relationships

- Take a lead in building and maintaining an excellent network of contacts in Westminster, Whitehall and local government, and with the wider policy and charity sectors to influence positive change.
- Support the Director of Programme and Policy to manage key Art Fund relationships, including with the UK museums sector, arts and heritage organisations, creative industries, and with other policy makers and major funders.
- Represent Art Fund on relevant working groups and at external events, deputising for the Director or Director of Programme and Policy as needed.
- Monitor and manage external stakeholder relationships through our customer relationship management database. Work with other members of the Programmes team and across the organisation to ensure accurate data entry, record management and archiving across all areas of responsibility.

Advocacy

- Collaborate across Art Fund departments to embed policy across projects and activities and forge partnerships with external stakeholders to lead or support sector campaigns.
- Identify opportunities and deliver events internally and externally that help support Art Fund's charitable aims and policy agenda, including debates and seminars. Where relevant, identify and work with partners across the sector to support such events.
- Encourage and support cross-departmental working to help colleagues deepen their knowledge and contribution to Art Fund; share your expertise with and act as an advisor and mentor to colleagues.

Other activities

- To actively participate in the wider life of Art Fund
- To undertake other duties as requested by Art Fund from time to time

Reporting Lines

Reports to the Director of Programmes and is a member of the Programmes team.
 Close working relationship with the Director, Director of Communications, and Head of Press.
 No direct line reports but expected to work closely with colleagues across the organisation.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Higher education qualification or equivalent experience	
Knowledge	<p>Knowledge and experience of UK politics, either within the political system at national or regional level, in a consultancy or in-house role</p> <p>Experience of lobbying and advocacy at a national or regional level</p> <p>Experience of working closely with press or communications teams</p>	<p>Understanding of UK arts and cultural policy and the UK museums sector</p> <p>Knowledge of charities and Government policy on the third sector</p>
Skills/Abilities/Competencies	<p>Strategic, analytical and creative thinker with the ability to grasp complex information quickly</p> <p>Excellent interpersonal skills and proven ability to develop and manage relationships with a wide variety of stakeholders</p> <p>The ability to present complex ideas concisely and compellingly in writing and face to face</p> <p>Excellent time-management, and able to work to tight deadlines and juggle immediate and long-term priorities</p> <p>Excellent team player</p>	
Experience	<p>Proven experience of planning and delivering successful stakeholder engagement activity</p> <p>Experience of devising and delivering desk-based research projects and other activities and events which influenced key stakeholders and directly impacted on the development of policy.</p>	

	<p>Experience of building relationships, specifically with politicians and civil servants</p> <p>Experience in managing complex relationships and bringing different parties together.</p>	
Personal Attributes	<p>Engaging and open</p> <p>Initiative and flexibility</p> <p>An energetic self-starter with an efficient and hard-working approach</p> <p>An interest in the arts and museums</p>	