

Job description and person specification

Job title: Head of Policy and Insights (Maternity Cover)

Reporting to: Director of Practice and Programmes

Status: Full-time or 0.8 FTE, 1 year fixed-term contract, secondment or freelancers

Salary: £60k

Location: New Local operates a 'work anywhere' policy but provides office workspace in London for those who require it. Applicants must have the right to work in the UK and be resident in the UK.

About us

New Local has a mission to transform public services and unlock community power. We publish research, lead peer learning, influence government and work with public sector organisations on some of today's most pressing issues, informed by our network of 50-plus local authority members.

All of our work is guided by a belief in community power – the principle that communities themselves have the best insight into their own circumstances and should be able to participate in shaping their places and services. We believe that active, empowered communities should be at the heart of a wider shift towards place-based public services and a system focused on prevention, which can lead to better outcomes and a more sustainable system for all.

About the job

Purpose

This role sits in our Practice and Programmes team, and whilst you will lead our policy work, you will also deliver practice projects. We are looking for someone who can apply their policy expertise in both our policy and practice work.

Our **thought leadership** and **policy** approach is deeply rooted in our practice and peer-learning networks. You will lead this work drawing on the pioneering work we see in places, and with our members, to develop narratives and practical insights which challenge thinking and practice and

inform the national policy conversation about the conditions and enablers needed for places to accelerate and grow innovation in place-based, preventative and relational working. This could be through leading work resulting in policy papers, blogs or thought pieces, through the shaping of events or member sessions or through influencing key stakeholders. You will develop relationships with key partners to shape and deliver policy projects that move forward on our agenda on community power and public service reform.

In our **practice** work you will solve challenges alongside councils, other public sector partners and communities, supporting them to deepen the impact of innovative place-based approaches and to understand the conditions needed for them to grow. You will be leading projects, working alongside delivery partners where needed, managing other New Local team members, to deliver high quality work and impact for our partners.

We are committed to strengthening the feedback loops between practice and policy locally, regionally and nationally and this role is key to this.

Person specification: knowledge and skills required (E = essential; D = desirable)

- Experience in using research skills (qualitative and/or quantitative) to shape and inform policy discussions and ensure relevancy to debates. **(E)**
- Experience of using different approaches and methodologies in practice work to inform and influence practitioner audiences **(E)**
- Knowledge in at least one area of specialism of relevance to New Local's work - e.g. Knowledge of place-based public service reform. This could include local government reorganisation, devolution, preventative and relational public services, local economies. **(E)**
- Outstanding written skills, with a demonstrable track record of brilliant writing for a range of audiences and a deep understanding of how to present work in engaging and accessible ways. **(E)**
- Strong verbal communication skills, able to present ideas and arguments in an engaging way to a variety of audiences. **(E)**
- An entrepreneurial mindset with a track record of partnership initiation and business development. **(E)**
- A broad research, practitioner and policy network and a desire to grow and maintain a strong online profile. **(E)**
- Excellent project planning and project management skills with strong attention to detail. **(E)**
- Capability to work in a highly creative and autonomous way. **(E)**

- Capability to deal with ambiguity and to support team members and partners to manage uncertainty and work towards clarity. (E)
 - Capability to actively contribute to the highly supportive, collaborative and friendly organisational culture at New Local. (E)
 - A champion for community power, who understands and is committed to its principles. (E)
 - Excellent understanding of the Voluntary, Community and Social Enterprise (VCSE) sector. (D)
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How to apply

To apply for this role, please email recruitment@newlocal.org.uk including your:

- CV
- An answer to these questions. How do you see the relationship between practice and policy? Where do you have experience of shaping policy recommendations through practice? in no more than 400 words in total.
- Completed Equal Opportunities Monitoring Form (if you wish) N.B. all equal opportunities forms will be separated from the application.

If you would an informal conversation about this role, require any help applying for this role or taking part in the recruitment process, then do not hesitate to contact us at recruitment@newlocal.org.uk.

New Local will process and store your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, for a period of up to six months after the closing date, after which it will be securely disposed of. For more information, please refer to our job applicant privacy notice.

Recruitment timeline

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| Post advertised | 15/06/2026 |
| Deadline for applications | 13/07/2026, 9:00 am |
| Candidates contacted for interview by | 15/07/2026 |
| Interviews 1 st round, online | 22nd or 24th July |
| Interviews 2 nd round (if required), in person | Week commencing 27th July |

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| Start date | September or in discussion with successful candidate |
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If you are unable to attend interviews on these dates, please let us know when you apply.

Our values and the benefits of working for New Local

Diversity: New Local is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply. As such, New Local recruits, employs, trains, compensates and promotes regardless of age, disability, sex, gender, sexuality, race, national origin, marital status, parental status, religion or belief.

Leave and working hours: We operate a highly flexible policy on working hours and leave. New Local's team core working hours are 10am to 4pm but around this, staff are trusted to determine their own working hours and leave consummate with the fulfilment of their job goals to the highest level of excellence. We operate an unlimited leave policy meaning employees are free to take leave beyond their leave allocation as long as it does not interfere with their ability to do their job to the highest standards. To support well-being, New Local staff are expected to take a minimum of 27 days' leave each year (pro rata for PT staff). New Local employees also receive ten days leave over the Christmas and New Year period.

Location: Applications are welcome from candidates no matter where they live in the UK. We operate a 'work anywhere' policy meaning employees can choose to work at home or at any other location that enables them to do their job to the highest standards. New Local has an office in a central London location for those who wish to work in an office environment, and we are currently reviewing our hybrid arrangements. The Practice and Programmes team meet on a regular basis, at least fortnightly in central London. We currently meet as a whole organisation in person regularly in central London and team members are expected to attend this. Travel expenses are covered for team members attending this whole organisation team meeting.

Flexible working: We are happy to discuss highly flexible working arrangements.

Well-being: New Local is extremely committed to staff well-being. Working long and late hours is actively discouraged and all staff at New Local are very strongly committed to creating a pleasant, friendly and supportive environment in which to work. Employees complete a weekly and more detailed annual anonymous well-being survey to allow monitoring of general well-being in the team.

Health scheme: Employees can join the New Local health plan and employee assistance scheme. The subscription to the scheme is paid for by New Local.

Family Friendly leave: New Local offers a range of enhanced parental and family friendly leave.

Pension: New Local will contribute 5% to the New Local group personal pension scheme. This benefit cannot be substituted for any other benefit. We operate a salary sacrifice scheme for pension contributions.

Bonus, salary rises and promotions: We operate an annual bonus scheme based on financial performance. This bonus is shared equally between all team members. A cost-of-living rise is applied to all salaries each year based on inflation. All bonuses and salary rises are awarded at the discretion of the New Local board.

Death in service benefit: A death in service benefit at three times your annual salary is provided should you die in service. All New Local employees between the ages of 16 and 69 are covered and cover ceases when a staff member reaches their 70th birthday or leaves the organisation.

Probation and notice: This role is subject to a three-month probationary period and a three-month notice period. This job description is not exhaustive and is liable to review following discussion with the job holder. The post-holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with their job grade.