

JOB DESCRIPTION

Job title:	Policy Analyst
Reports to:	Associate Director of Policy
Working hours:	Full-time 35 hours per week (open to four days a week) until 31 st December 2027
Salary:	£36,000 p.a. plus pension contribution
Annual leave:	31 days p.a. FTE.
Work base:	Central London and home-based.
Liaises with:	Colleagues, policymakers, external partners, service users and commissioners.

Purpose

The Policy Analyst leads the Policy Workstream within the Head On Campaign, on behalf of Centre for Mental Health, in partnership with 20 sector-leading organisations. This role is responsible for convening and coordinating a new programme of work, funded by the Wellcome Trust, to build a compelling political case for greater ambition on mental health in the UK.

The Policy Analyst leads on producing, commissioning and synthesising new analysis in response to the political context and evidence gaps, with a likely focus on issues such as digital innovation and AI, economic inactivity, the NHS 10 Year Plan and the Mental Health Strategy. They work closely with partners to ensure priorities are guided by a joint influencing strategy and that outputs are timely, credible and impactful. They also play a key role in harnessing insights and data from across the sector, to provide responsive analysis and coordinated influencing opportunities with MPs, Ministers and No. 10.

Alongside this collaborative programme, the Policy Analyst contributes to Centre for Mental Health's wider policy influencing and public affairs activities, helping to tackle mental health inequalities and strengthen the Centre's impact across its strategic priorities.

The Policy Analyst reports to the Associate Director of Policy at Centre for Mental Health and works collaboratively with partner organisations to ensure the programme delivers high-quality, influential outputs that amplify the sector's collective voice and impact.

Key tasks & responsibilities

- Lead the delivery of the Policy Workstream within the Head On Campaign, with guidance from the Associate Director of Policy, by convening and coordinating partner organisations to ensure their perspectives and priorities are consistently represented.
- Develop evidence-based policy positions that advance mental health policy and tackle inequalities.
- Lead and contribute to policy projects, including commissioning research, analysing findings and producing impactful policy outputs.
- Produce high quality briefings, reports and consultation responses that translate complex evidence into clear, compelling messages for a wide range of audiences, including politicians, civil servants, commissioners, professionals and the public.
- Strengthen the profile of the Centre and the Head On Campaign in key policy spaces, building and managing constructive relationships with MPs, Peers, civil servants, mental health and care leaders, local authorities and community organisations to advance shared objectives.
- Monitor and analyse developments in the political and policy landscape, identifying risks and opportunities to advance influencing priorities.
- Represent the Centre and the Head On Campaign externally by attending meetings, conferences and events, and by contributing to external policy forums.
- Act as a spokesperson for Centre for Mental Health and the Head On campaign where appropriate, including in media settings.
- Work collaboratively with people with lived experience of mental health problems to ensure equity, inclusivity and authenticity underpin all policy positions.
- Support the visibility of policy work by producing engaging content, including blogs, comment pieces, and social media posts.
- Ensure colleagues across the Centre have access to-up-to date intelligence and analysis on mental health policy and practice developments.
- Contribute to team planning, cross-organisational priorities, and other relevant duties to strengthen the Centre's influence on national and local policy.

General

- Implement the Equal Opportunities Policy
- Be responsible for own health and safety and that of colleagues, in accordance with the Health & Safety at Work etc. Act 1974 and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.
- Work in accordance with the General Data Protection Regulations ensuring the confidentiality of data stored electronically and by other means is in line with the GDPR.
- In summary, the postholder is required to comply with all Centre for Mental Health policies, procedures and guidelines.

Policy analyst: person specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of working in a policy and public affairs environment • Proven experience of writing for publication, including parliamentary briefings and consultation responses • Experience of working with politicians, either nationally or locally • Experience coordinating and working in coalitions and partnerships. 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Knowledge of policy development and legislative processes. • Knowledge of mental health or health policy • Able to research and process information and resources • Able to represent the Centre, reflecting its values and priorities • Skilled in working with a wide range of organisations and stakeholders • Excellent organisational and planning skills and able to evidence ability to set and meet deadlines • Ability to write high quality reports • Excellent oral communications skills • Excellent written communications skills, including ability to write persuasive and engaging content • Supervising and quality assuring the written work of others • Good interpersonal skills • Ability to work as part of and across teams • IT skills (able to use Outlook, Word, Excel, PowerPoint) • Sensitivity and commitment to equal opportunities 	
OTHER	<ul style="list-style-type: none"> • Ability to undertake occasional travel around England necessitating overnight stays 	<ul style="list-style-type: none"> • Personal experience of living with mental health issues

To ensure we safeguard the children, young people and vulnerable people that we work with, Centre for Mental Health will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions.

After interview we will ask potential staff for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS). In order to process the Disclosure check, Centre for Mental Health is required to confirm the identity of the potential staff member. For this reason, we will seek documentation as evidence of identity.

Please note that any information supplied will be treated in confidence and in accordance with the General Data Protection Regulations and the DBS Code of Practice.