

Role Description

Chapter Member – Specialise



Policy Development Lead

This role sits within the Specialise Chapter and is supported by the Chapter Lead.

Salary range: Step D, Chapter Member

Hours: Full time hours

Location: Home-Based

Contract: Permanent

Disclosure Level: Basic

About the Specialise Chapter

The Specialise Chapter are a team of diverse and passionate specialists who share knowledge and lived experience with colleagues across the organisation and with external partners.

Through collaboration, we aim to influence strategy, decision-making and inclusive practice; championing deaf children and achieving the greatest impact for them and their families.

About the role

The Policy Development Lead will provide strategic leadership, coordination and expertise in proactive policy development across NDCS. The role will strengthen our ability to think beyond immediate policy activity, identify where system change is needed, and develop longer-term policy positions that are informed by evidence, specialist insight, lived experience and external practice.

The role will initially focus on Education, while retaining the flexibility to support wider policy development across areas such as early years, social care, health, benefits, sign language and other emerging priorities. The postholder will work closely with Platform Leads, Policy and Nation Leads and colleagues across chapters to ensure the role complements existing expertise and adds capacity for deeper policy thinking.

What a day in the life of the Policy Development Lead might look like:

On any given day, you might be:

- Working with Platform Leads and Policy Leads to explore where there are opportunities for deeper policy development and systems change.

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- Reviewing external research, sector practice and policy developments to identify implications, emerging risks and new opportunities for deaf children and their families.
- Developing or refreshing NDCS policy positions and recommendations so they are evidence-based, practical, aligned with organisational priorities and clear across the UK.
- Engaging external researchers, policy networks and practice experts to bring new thinking and insight into NDCS.
- Facilitating a horizon-scanning or systems-thinking session on an emerging policy issue.
- Bringing together evidence, lived experience and insight from local, regional and national sources to identify cross-cutting themes that require organisational action.
- Preparing high-quality briefings, policy papers and recommendations to support senior leaders in making informed decisions.
- Advising senior leaders and colleagues on policy risks, opportunities and influencing strategies that will help maximise our impact.
- Supporting colleagues to build confidence and capability in proactive policy development, including how to turn evidence and insight into practical policy solutions and recommendations.

Who are you?

You are a strategic policy thinker with strong analytical skills and the ability to turn complex information into clear, actionable insight. You are curious about what works elsewhere, confident working with ambiguity, and motivated by creating meaningful change for deaf children and their families.

You build strong relationships and can work across different teams, areas of expertise and systems. You understand that successful policy development depends on collaboration, trust and clarity about who does what.

What's in Your Toolkit?

- Strong understanding of UK policy landscapes, particularly education, with the ability to quickly develop knowledge across other policy areas.
- Experience of proactive policy development, systems thinking, strategy or long-term policy planning.

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- Ability to interpret complex evidence, identify patterns and translate insight into clear recommendations.
- Experience drawing on external research, innovative practice, sector models or academic evidence to inform policy thinking.
- Excellent written and verbal communication skills, including producing high-quality briefings, policy positions and recommendations.
- Confidence advising senior leaders and working with stakeholders where responsibilities or views may differ.
- Strong facilitation and collaboration skills, including the ability to help colleagues explore options, risks and opportunities together.
- Experience of horizon scanning, foresight, scenario planning or similar future-focused approaches.

What will you bring?

- A strategic mindset and the ability to anticipate change and prepare the organisation accordingly.
 - Passion for improving outcomes for deaf children, families and communities.
 - Commitment to embedding lived experience, research and specialist expertise into policy thinking.
 - Confidence navigating ambiguity and working across multiple teams and priorities.
 - A collaborative approach that helps align people, insight and activity across NDCS.
 - Clear communication, good judgement and the ability to manage sensitive stakeholder dynamics.
 - A practical focus on turning policy insight into action and influence.
 - An open mindset, willingness to learn and commitment to continuous improvement.
 - Strong digital skills, including Microsoft 365.
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Person Specification

Policy Development Lead

Essential Criteria		How it is measured
<i>A – Application I – Interview T – Test or Presentation Q – Qualification</i>		
1.	Significant experience in policy analysis, development or strategy.	A / Q
2.	Proven ability to translate complex evidence, research and lived experience into recommendations that drive organisational action and influence.	A / I
3.	Demonstrable experience influencing senior decision-makers and shaping organisational, sector or public policy direction.	A / I
4.	Proven ability to lead and coordinate policy work across multiple teams.	I
5.	Excellent communication skills, including writing position statements or equivalent high-level policy content.	I
6.	Experience gathering insight from varied sources and identifying cross-cutting trends and opportunities for change	A / I
7.	Experience applying systems thinking to identify complex challenges and develop long-term strategic solutions.	A / I
8.	Experience leading complex cross-functional work, drawing on specialist expertise and evidence to influence policy, shape organisational decision-making and deliver strategic outcomes.	A / I
9.	Strong understanding of the policy, practice and systemic issues affecting children and families, and the ability to apply this understanding to strategic policy development.	A / I

Desirable Criteria		How it is measured
<i>A – Application I – Interview T – Test or Presentation Q – Qualification</i>		
1.	Ability to develop specialist knowledge (such as genomics, emerging technology or ethics) at pace and apply sound judgement to complex issues, advising the organisation on impacts and opportunities for deaf children.	Q / I
2.	Background in education, health, social care or disability policy.	I
3.	Experience facilitating workshops, foresight activity or cross-organisational conversations.	I
4.	Understanding of UK-wide policy differences and devolved nation contexts.	I