

Job Description

Position	Senior Policy Manager (Adult Skills and Devolution)
Reporting to	Deputy Chief Executive and Director of Policy
Salary	£40,000
Hours	Full-time, 1-year fixed term (initially)
Location	Homebased (with national travel)
Job Purpose	To lead AELP's national policy and lobbying activities, specifically on adult skills and devolution, shaping the policy agenda, influencing government and mayoral authorities, and strengthening AELP's visibility and impact across devolved regions. The postholder will act as AELP's senior expert voice on adult skills provision, representing members' interests, driving evidence-based policy development, and ensuring AELP remains a highly credible, influential organisation across the skills ecosystem.
Key Responsibilities	
Policy Leadership and Advocacy	<ul style="list-style-type: none"> • Lead the development and delivery of AELP's adult skills and devolution policy strategy, ensuring strong alignment with organisational priorities. • Shape AELP's national position on adult skills funding, regulation, accountability and workforce development. • Act as AELP's senior lead for engagement with DfE, DWP, Skills England, and other central government bodies on matters relating to adult skills. • Produce high-quality policy papers, thought-leadership pieces, briefings, and consultation responses. • Provide strategic advice to AELP's Executive Team and members on emerging policy trends and political developments.
Devolution and Regional Influence	<ul style="list-style-type: none"> • Lead AELP's engagement with Mayoral Combined Authorities, Combined County Authorities and local government stakeholders. • Drive AELP's presence across devolved regions, building strong strategic and influential relationships • Represent AELP and its members at key stakeholder meetings and events • Oversee the ongoing development of AELP's Devolution Observatory, working closely with the data analyst and members to maintain and improve the platform. • Lead and chair AELP's Devolution Special Interest Group (SIG) • Lead on an annual devolution summit including drafting a meaningful and insightful agenda and speakers, working closely with the events team to ensure a seamless execution.

General	<ul style="list-style-type: none"> • Represent AELP at national and regional events and conferences • Facilitate and chair member-facing meetings, webinars and networks to gather insights, understand operational challenges and feed these into policy development. • Provide up to date information, advice and guidance to AELP members on adult skills and devolution matters. • Ensure issues identified through member engagement inform AELP's national influencing activities and communications • Contribute to AELP's wider strategic policy direction. • Support membership growth by identifying opportunities for new partnerships, services, or commercial products where appropriate. • Act as a positive ambassador for AELP at all times. • Undertake other duties as required to support AELP's broader objectives
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Person Specification

Essential Experience	<ul style="list-style-type: none"> • Significant experience in adult skills, FE policy, employability, or wider skills/education policy, preferably at a senior or strategic level. • Proven ability to influence senior officials in DfE, DWP, Skills England, MCAs/CCAs or equivalent bodies. • Strong understanding of the adult skills funding system, provider landscape, regulatory environment and national reform priorities. • Experience producing high-quality policy outputs, including consultation responses, briefings and evidence-based reports. • Ability or experience of leading engagement with devolved or regional authorities. • Track record of shaping and delivering a successful policy influencing strategy.
Essential Skills and Characteristics	<ul style="list-style-type: none"> • Strong advocacy and negotiation skills, with the credibility to influence senior stakeholders. • Ability to interpret complex policy or funding documentation and provide rapid, accurate analysis. • Ability to build partnerships across government, providers, employers and sector bodies. • Strong political awareness, including understanding of national and regional political drivers. • Proactive, self-motivated and able to operate autonomously while contributing to a collaborative team. • Competent user of digital tools, data and technology to produce evidence-based outputs