

# Senior Policy Analyst

---

## About 5Rights

One billion children are online and account for one third of all users globally. 5Rights Foundation exists to build the digital world that young people deserve, allowing them to interact, play and learn online creatively, knowledgably, and fearlessly.

We are a policy-driven organisation, which aims to realise ambitious, systems-level change. We advocate for enforceable regulation and international agreements that allow children and young people to thrive online. We develop standards and protocols with engineers and policy colleagues around the world to help businesses reshape and redesign their digital services with children and young people in mind. We also formulate new thinking and solutions to address the challenges posed by the digital world, so it caters for children and young people by design and default. Our focus is strongly oriented towards achieving real-world change, through shaping legislation, regulatory frameworks, and industry best practice.

We believe that our staff are our most valuable asset and we are committed to attracting and retaining diverse, exceptional talent. We are a small team and work collaboratively, flexibly and with respect for others.

---

## Reporting Line

Director of UK Policy

---

## The Role

Policy sits at the heart of the 5Rights Foundation. Our team works across three priority areas: Data and Privacy, Child-Centred Digital Design, and Children's Rights. We pride ourselves on the quality of our work and the robust analysis and research that sit behind our policies.

We are looking to hire a Senior Policy Analyst with a strong track record of research and policy development, expertise in digital design and data protection, and a commitment to children's rights.

You will be responsible for researching, drafting, and writing policy papers, briefings and reports. Excellent analytical skills, critical thinking, and an ability to articulate complex concepts succinctly and lucidly are essential for this role. We're looking for someone who can produce the highest quality research and analysis in a fast-paced environment, and with an awareness of diverse audiences.



**Website:** [5rightsfoundation.com](https://5rightsfoundation.com)  
**Twitter:** @5RightsFound

**Email:** [info@5rightsfoundation.com](mailto:info@5rightsfoundation.com)

The salary for this role is £40,000 - £45,000 per annum, depending on experience. Our office is based in Islington (London) and we offer flexibility around remote working.

---

### Key Responsibilities

- Carry out horizon scanning and analysis of relevant academic research, reports and other literature as well as legislative and regulatory proposals.
- Synthesise research findings and policy developments relevant to our core areas of work.
- Draft briefings, speeches and other materials for the 5Rights Chair.
- Contribute to evidence-based and research-led policy documents, including long-form reports, position papers, consultation responses and briefings.
- Ensure that our policy positions are firmly rooted in the experiences and voices of young people.
- Represent 5Rights publicly, at meetings, conferences, and other events.
- Develop, maintain, and influence a network of key stakeholders across a range of relevant sectors.
- Work closely with all colleagues in the policy and external engagement teams to ensure our policy positions inform everything we do and are strongly represented externally.
- Potential for line management responsibilities within the policy team.

---

### Person specification

#### ESSENTIAL skills and attributes

- Strong and relevant experience of research, analysis and policy development.
- Excellent briefing and drafting skills, with a proven ability to communicate complex, nuanced policy positions in a clear and persuasive way.
- A deep and critical understanding of the issues relevant to one or more areas of our work.
- Strategic and tactical thinker, aware of the role policy plays as a lever for achieving positive change.
- Excellent interpersonal and influencing skills, with experience of building and leveraging relevant and useful networks.
- Independent worker with the ability to balance and prioritise competing tasks.
- Enjoys managing multiple assignment simultaneously, as well as working at pace and to tight deadlines, ensuring accurate, high-quality output.
- A commitment to our values and mission.
- Curiosity, humility, self-awareness, and a sense of humour.

## SENIOR POLICY ANALYST JOB DESCRIPTION

July 2021

### DESIRABLE skills and attributes

- Excellent presentation, communication and public-speaking skills.
- Experience of collaborating effectively and creatively with a wide range of partners.
- Knowledge of the legislative process and the workings of Parliament and government.
- Understanding of the particular dynamics of working in a small organisation.

---

### How to apply

We are a small but ambitious organisation with a team of hard-working and committed people. If you believe you can contribute positively to our work and to growing our influence and reputation, please send a CV and brief covering letter explaining what you would bring to 5Rights to: [policyapplications@5rightsfoundation.com](mailto:policyapplications@5rightsfoundation.com). The deadline for applications is midnight on **Sunday 25 July 2021**, but we will be conducting a rolling assessment process from the time of advertising. First round interviews will be held via video call on 5 and 6 August and final round interviews will be held the following week, either in our office in Islington or via video call.

5Rights Foundation is committed to building a diverse team. All qualified applicants will receive consideration irrespective of racial or ethnic background, opinions or beliefs, gender, sexual orientation, health or disabilities.



**Website:** [5rightsfoundation.com](http://5rightsfoundation.com)  
**Twitter:** @5RightsFound

**Email:** [info@5rightsfoundation.com](mailto:info@5rightsfoundation.com)