

24 April 2026

Dear Applicant,

Thank you for your interest in the role of Policy and Public Affairs Officer at The Bell Foundation.

This is an important time to join The Bell Foundation as we deliver our five-year strategy and continue to expand our reach and impact through influencing policy to improve outcomes for schoolchildren who use English as an Additional Language (EAL) and adult learners of English for Speakers of Other Languages (ESOL).

This role is central to leading and delivering the Foundation's policy and influencing work to support evidence-based system change. As part of our influencing team, you will drive the delivery of an influencing strategy and create strategic partnerships that have the potential to deliver regional and national impact.

You will work closely with senior colleagues, programme teams, and external partners to ensure that learning from the Foundation's work informs national and regional policy debates. The role combines policy development and public affairs engagement, with the role holder representing the Foundation in external policy forums, as well as building partnerships across the sector, and positioning the Foundation's research, evidence, and learning to inform public policy. This is an exciting opportunity for someone with experience in policy development and stakeholder engagement for system change, who is motivated by our charitable mission.

The Bell Foundation was established in 2012 and over the last decade has grown significantly and is now recognised as an expert in English as a second or additional language. Last year, 2025, marked the launch of a new five-year strategy. Since 2012 the Foundation has developed from a new start up to a leading authority on EAL matters in school education and scaled its training capacity significantly to reach over 100,000 educational practitioners and cover the areas of highest need around the country. Our vision is to create opportunities, change lives, and overcome exclusion through language education. We are delivering this vision through two different areas of work, targeting EAL children and adults who speak English as a Second or Additional Language (ESL) respectively. Through our work we aim to address systemic language barriers and enable better outcomes for those children and adults who use English as an Additional Language, so they can belong and contribute to their communities.

The Foundation is in Cambridge, on an attractive spacious green site with parking. This is a full-time role, we offer a hybrid working model, and operate a flexible work policy. This will be discussed and agreed with your manager and we encourage candidates to discuss our ways of working in more detail at interview stage.

I hope this pack gives you a flavour of the role and our work, and I look forward to receiving your application.

Yours sincerely



**Maria Gili**

**Head of Communications**

## About The Bell Foundation

The Bell Foundation is a charity which aims to change lives and overcome exclusion through language education. We work on practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

### Our vision

Multilingual children, adults, and communities are assets to society. We work in partnership to create opportunities, change lives, realise potential, and overcome exclusion through language education.

### Our mission

To achieve our vision, we work through practical interventions, research, public policy, training, and innovation. By generating and applying evidence, we aim to change practice, policy, and systems for multilingual children, adults and communities who experience social exclusion.

### Values

- We are independent and impartial.
- We are authoritative and rigorous in our approach and present clear and balanced evidence.
- We speak out.
- We work in partnership with others.
- We champion practical solutions to problems.
- We value diversity and difference.

Our **2025–2030 Strategy** has six overarching objectives:

- **Improve the educational outcomes of EAL children** through training teachers, school leadership, and other staff, and providing resources at scale.
- **Improve the outcomes of adults who are excluded by language barriers** so that they have increased opportunity to participate in the labour market and in the community.
- **Speak out through our public policy**, influencing, and communications work, to continue to ensure that policy reflects the needs of EAL and ESOL speakers through engagement with policy makers and stakeholders at all levels, communicating to relevant audiences.
- **Language for Results International:** We will make this a net surplus revenue stream, providing a financial contribution to our charitable work.
- **Assets:** Continue to optimise the long-term return from all our assets to finance our charitable mission and vision.
- **Building a strong and inclusive organisation:** We will continue to uphold high standards of governance and build a strong and inclusive organisation. We will continue to measure the impact of our work with a new framework in support of our new strategy.

Find out more about our work by exploring:

- **Our Impact - The Bell Foundation**
- Our website: **[bell-foundation.org.uk](https://bell-foundation.org.uk)**



The Bell Foundation offers the following benefits:

- 26 days' annual leave per year plus 8 public holidays.
- Pension Scheme: 5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Options to Buy /Sell Annual Leave.
- Dental Plan.
- Free Eye Tests.
- Life Assurance Scheme.
- Tech Scheme.
- Cycle to Work Scheme.
- Health Assured Employee Assistance Plan.
- Free car parking on-site in Cambridge.

## How to apply:

To apply for this position, please prepare a cover letter (up to 2 pages) and CV, outlining why you are the ideal candidate for this role and email to: [recruitment.foundation@bell-foundation.org.uk](mailto:recruitment.foundation@bell-foundation.org.uk).

- The deadline for applications is **9am on Friday 15 May**.
- First interviews will be held on **26 and 27 May (Virtual)**.
- Final interviews will be held on **Monday 1 June (in-person in Cambridge)**.

*Please note that candidates shortlisted for the final interview stage will be asked to complete an application form in advance of the interview.*

## Job description

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture.

We welcome applications from all backgrounds, across all protected characteristics and socio-economic status and particularly encourage submissions from those with lived experience of speaking another language.

Job Title	Policy and Public Affairs Officer
Organisation	The Bell Foundation
Reports to	Head of Communications
Salary	£37,207–£42,070
Location	Hybrid, Cambridge

<b>Contract</b>	Permanent, Full time (flexible work policy in place)
<b>Role Purpose</b>	<p>The Policy and Public Affairs Officer is responsible for leading and delivering the Foundation's policy and influencing work to support evidence-based system change.</p> <p>The key objective of this role is to achieve impact by influencing policymakers and stakeholders through thought leadership, and to support evidence-based system change, building on the learning from our programmatic work. You will be able to drive the delivery of an influencing strategy and create partnerships that have the potential to deliver regional and national impact. You should be experienced at influencing public policy to effect system change and be able to build relationships across political parties.</p> <p>The role ensures that learning from the Foundation's work informs national and regional policy debates.</p> <p>The postholder represents the Foundation in external policy forums, builds partnerships across the sector, and positions the Foundation's research, evidence and learning from partnerships to inform public policy.</p>
<b>Main Responsibilities</b>	<p><b>Policy and Influencing</b></p> <ul style="list-style-type: none"> <li>• Analyse emerging legislation, government strategies, and regulatory changes across the education sector (schools, further education)</li> <li>• Act as the policy advisor to colleagues, providing analysis on political developments and supporting colleagues to understand education policy issues and their implications.</li> <li>• Work collaboratively with internal and external stakeholders, develop and deliver an advocacy strategy at relevant levels of Government, including regional Government and sector stakeholders for the Foundation's work across its programmatic areas.</li> <li>• Build relationships with Government departments, opposition parties, mayoral strategic authorities, MPs, their staff, Peers, and key Westminster stakeholders.</li> <li>• Proactively build and maintain a network of strategic partnerships with key sector stakeholders, including statutory bodies, NGOs, partner organisations and think tanks, positioning the Foundation's learning and expertise as a resource to inform and strengthen their policy and advocacy work.</li> <li>• Draft policy briefs, responses and other text as needed to support system change.</li> <li>• Represent The Bell Foundation externally enhancing the Foundation's reputation as a leading expert.</li> <li>• Working with the Communications team, convene roundtables and other influencing events in line with the influencing strategy and to achieve agreed policy objectives.</li> <li>• Lead and oversee comprehensive horizon scanning and political monitoring, providing timely intelligence on risks and opportunities to relevant staff and maintaining a public affairs schedule.</li> <li>• Work with the Communications team to direct and drive the promotion of public affairs work and thought leadership across all channels.</li> <li>• Maintain and effectively utilise the Foundation's CRM to manage stakeholder engagement and campaign correspondence, ensuring</li> </ul>

	<p>records are accurate and up to date, applying stakeholder mapping and tiering frameworks, and collaborating with colleagues to improve its functionality for policy and public affairs work.</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Maintain the Foundation’s systems to ensure compliance with all current charity, data protection, equalities and other laws and regulations.</li> <li>• To prepare papers for the Trustee Board as required.</li> <li>• Build the Foundation’s resources, contacts and expertise maintaining accessible, accurate and useful internal resources.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To adhere to all statutory regulations and to Bell Foundation policies and procedures.</li> <li>• Protect at all times the confidentiality of information handled within the remit of the post.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with.</li> <li>• To work irregular hours and travel within the UK if required.</li> <li>• Undertake other duties commensurate with the post, which The Bell Foundation deems appropriate.</li> </ul>

<b>Compiled by</b>	Head of Communications at The Bell Foundation
<b>Date</b>	April 2026

*This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder’s areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.*

## Person specification

<b>Job Title</b>	Policy and Public Affairs Officer
<b>Organisation</b>	The Bell Foundation
	<b>ESSENTIAL</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Experience of influencing Government and public policy in a comparable role.</li> <li>• Demonstrable significant experience in parliamentary affairs and an excellent knowledge of the UK political landscape including the workings of Westminster, Whitehall, and regional Government.</li> <li>• Demonstrable experience in developing and maintaining collaborations with a wide range of partners.</li> <li>• Experience of developing policy positions and articulating these convincingly to decision makers and stakeholders.</li> <li>• Experience of efficiently and accurately analysing complex information in a clear and concise manner for written materials and for different audiences.</li> <li>• Experience of working productively across multi-disciplinary teams.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of methods used in public policy development and influencing.</li> <li>• Knowledge of the structures of Government in the mayoral strategic authorities.</li> </ul>

	<ul style="list-style-type: none"> <li>• An understanding of how structural inequalities impact on policy and political outcomes.</li> <li>• Knowledge of Equity, Diversity and Inclusion principles and how to apply them in real world settings.</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to interact effectively at all levels with partners and senior stakeholders including brokering new partnerships.</li> <li>• Ability to drive the delivery of the influencing strategy and able to think laterally and creatively about opportunities.</li> <li>• Outstanding written communication skills including the ability to write for different internal and external audiences.</li> <li>• Excellent verbal communication skills, in order to be able to effectively communicate complex positions to policy makers and other stakeholders.</li> <li>• Ability to develop policy positions and articulate these convincingly to decision makers and stakeholders.</li> <li>• Ability to process large amounts of detailed information and present them in a succinct and persuasive manner.</li> <li>• Ability to maintain political impartiality and be discreet.</li> <li>• Self-motivated, with drive and commitment.</li> <li>• Exceptional organisational skills, ability to keep to a clear timetable, work to tight deadlines and under pressure and an ability to work independently.</li> <li>• Excellent facilitation and relationship management skills.</li> <li>• Well-developed ICT skills, including word-processing, Excel and CRMs.</li> <li>• A team player, able to work both on own initiative and in a collegiate manner.</li> <li>• Commitment to the Foundation's vision and mission.</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Occasional out of hours working may be required including occasional overnight stays.</li> </ul>
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<b>Date</b>	April 2026