

Job Title	Policy Manager, Assistive Technology
Job level	Manager
Reporting to	Head of Manufacturing, Design & Innovation
Location	Southwark, London
Salary	£26,231 - £29,246
Hours	Full-time (35 hours per week)
Contract type	Permanent with a 3-month probationary period
Industry	<ul style="list-style-type: none"> • Social enterprise • Third sector • Policy work • Parliament
Job focus	<p>In this role you will work within the Policy Connect Manufacturing, Design & Innovation Team (MDI) and contribute to the activities of the All-Party Parliamentary Groups, Research Commissions and Forums in the department. Specifically, you will lead on the team's work on assistive technology policy, overseeing the work of the All-Party Parliamentary Group on Assistive Technology, while also working with your colleagues across the team on policies covering manufacturing, the design and creative industries, technology, and data analytics.</p> <p>This includes preparing and attending high-profile events in Parliament, preparing and disseminating policy briefings to inform Parliamentary debates, conducting research to feed into Parliamentary inquiries and the production of inquiry reports including policy recommendations.</p>
Areas of work	<p>Research, events, membership and strategy</p> <ul style="list-style-type: none"> • Proactively recruit and maintain an active group membership and proactively source new stakeholders. • Research, develop and deliver annual meeting and events programmes and inquiries with support and guidance from the Head of MDI. • Develop, oversee and deliver research projects with support and guidance from the Head of MDI. <p>Communication</p> <ul style="list-style-type: none"> • Communicate regularly with members and stakeholders, including dissemination of newsletters. • Manage group websites. • Respond proactively to parliamentary business and press interest in conjunction with the Marketing and Communications

	<p>Manager</p> <p>Finance</p> <ul style="list-style-type: none"> • Working with the Head of MDI on invoicing and financial monitoring for the group. • Work closely with the Policy Connect events and communications team to ensure the successful implementation of the events programme for the group to budget. <p>General Responsibilities</p> <ul style="list-style-type: none"> • Take an interest and participate in cross company activity which may include but not be limited to project teams, new initiatives or central administrative support. • Demonstrate a flexible approach as additional duties commensurate with the grade of this post may occur from time to time. • Actively participate in regular performance reviews and appraisal meetings with line manager and identify areas for own personal and professional development.
<p>Person specification</p>	<p><u>Essential</u></p> <p><i>Knowledge and Qualifications</i></p> <ul style="list-style-type: none"> • Educated to degree level or equivalent, or substantial relevant work experience. • Working knowledge of public policy issues around assistive technology, ideally including aspects of disability and technology. <p><i>Experience</i></p> <ul style="list-style-type: none"> • Proven ability to deliver high quality written reports and/or detailed briefings for senior stakeholders. • Proven ability to identify and engage external stakeholders to develop new business and generate income. • Proven ability of presenting own ideas and influencing senior level stakeholders. <p><i>Skills and abilities</i></p> <ul style="list-style-type: none"> • Good organisational skills – able to plan, manage and deliver a complex range of services, prioritising as required. • Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with senior stakeholders. • Experienced in working collaboratively with others, internally and externally, to deliver results. • Proven written and verbal skills. • Able to self-motivate, working on own initiative and as a member of a team. • Able to work under pressure with a demanding workload, to successfully deliver results within established timescales and budgets. • Excellent ICT skills. <p><i>Personal Qualities</i></p> <ul style="list-style-type: none"> • A commitment to the aims, purpose and vision of the

	<p>organisation</p> <ul style="list-style-type: none"> • Flexible and adaptable to new and changing contexts and work practices • High level of self-awareness, with a commitment to personal and professional development • Willing and able to work co-operatively with others in the organisation. <p><i>Other</i></p> <ul style="list-style-type: none"> • Ability to work within the boundaries of confidentiality, in accordance with the Data Protection Act. • Able to travel to external events and stakeholders. • A positive attitude and approach to drive work forward. <p><u>Desirable</u></p> <p><i>Knowledge and Qualifications</i></p> <ul style="list-style-type: none"> • Knowledge of the work of relevant government departments and relevant non departmental public bodies, sector trade bodies and mission groups <p><i>Experience</i></p> <ul style="list-style-type: none"> • Working experience in a public policy field and/or in Parliament. • Line management experience. • Good grasp of day to day financial management. • Experience in contributing to business and strategic planning. • Ability to deliver presentations and experience of public speaking
<p>About Policy Connect</p>	<p>Policy Connect is a not-for-profit social enterprise with two decades in policy work, overseeing the research and delivery of more than 50 key publications. We have a long history of success in running engaging forums, commissions and All-Party Parliamentary Groups in Westminster.</p> <p>Being an open, transparent not-for-profit organisation and maintaining independence through cross-party work is a central pillar of what makes us who we are: an organisation that brings together parliamentarians and public and private organisations to tackle big societal issues across a range of sectors affected by policy. We deliver key pieces of policy-led independent research with evidence-based recommendations to inform and improve UK public policy.</p> <p>By getting involved our partners can better understand their market demands and encourage Government to focus on critical areas with an informed approach.</p>



	<p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a social enterprise and London Living Wage-accredited.</p>
Our mission is to	<ul style="list-style-type: none">• Grow the organisation and introduce greater financial stability by transitioning to an in-house accountancy system• Grow our membership across our teams• Improve membership retention by making sure all members are engaged and well looked after• Improve our reputation and clout both in Westminster and across the UK by becoming the go-to organisation for impartial, evidence-based policy work