

<b>Job Title</b>	<b>Policy Manager – Education and Skills</b>
<b>Working for</b>	The Education and Skills Team at Policy Connect.
<b>Reporting to</b>	Head of Education and Skills
<b>Salary</b>	£26,231
<b>Hours</b>	Full-time (35 hours per week)
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Stakeholders include</b>	<ul style="list-style-type: none"> <li>• Industry members of the All-Party Parliamentary Group for Skills and Employment including: <ul style="list-style-type: none"> <li>○ Further education colleges, learning and employment providers, employers, sector and representative bodies, charities, think tanks, and awarding bodies</li> </ul> </li> <li>• Members of Parliament and Peers</li> <li>• Relevant governmental departments such as DfE, DWP, and government agencies and non-departmental bodies such the ESFA and Institute for Apprenticeships</li> <li>• Local and devolved government and LEPs</li> <li>• A wider audience of stakeholders interested in education and skills.</li> </ul>
<b>Projects include</b>	<ul style="list-style-type: none"> <li>• Planning and delivering the events programme of the All-Party Parliamentary Group, upcoming events include: <ul style="list-style-type: none"> <li>○ A Parliamentary Showcase on Design and Technology Education</li> <li>○ A reception on Social Mobility with the Rt Hon Alan Milburn</li> </ul> </li> <li>• Responsibility for stakeholder management and engaging members of the All-Party Parliamentary Group in the team’s work.</li> <li>• Identifying coms opportunities; drafting media pieces and external communications.</li> <li>• Leading the team’s policy work through parliamentary and sector monitoring, and the preparation of policy briefings or evidence to Parliamentary or government consultations.</li> </ul>
<b>Job Overview</b>	<p>The Policy Manager will primarily be responsible for managing the activity and membership of the All-Party Parliamentary Group for Skills and Employment, and supporting other collaborative projects with external stakeholders. Additional tasks may include supporting colleagues with the Skills and Higher Education Commissions.</p> <p>The <a href="#">All-Party Parliamentary Group for Skills and Employment</a> seeks to raise the profile of skills and employment policy in Parliament. As a forum for discussion the Group brings parliamentarians together with industry, skills and training providers, and other stakeholders in an informative and transparent way. The Group is chaired Nic Dakin MP, and delivers a programme of events across the parliamentary year, complemented by</p>

	policy briefings and coms activity.
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**How to apply**

Please read the job description and candidate specification and send your CV, a covering letter and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include **“Manager – Education and Skills”** in the application email subject line. Please ensure your CV is of not more than 2 A4 pages and a covering letter is of not more than 1 A4 page and in **Word format**.

Please ensure that your covering letter states your current salary and refers specifically to how your experience relates to the main duties and person specifications required for this role.

**Closing date: October 23<sup>rd</sup>**

**Likely interview date: Week of October 30<sup>th</sup>**

Please note that we are looking to recruit to this position as soon as possible, and exceptional candidates may be invited for interview and the position may be offered to a candidate before the application window has closed.

<b>Job Description</b>	<p>This exciting position offers an opportunity for someone looking to progress their career in a policy focused environment and to develop their line management and stakeholder engagement skills.</p> <p>Reporting to the Head of Education and Skills, you will primarily be responsible for planning and managing the programme of the All-Party Parliamentary Group for Skills and Employment, and managing relationships with the team’s stakeholders.</p> <p>This will include regularly interacting with Parliamentarians, Group members and key stakeholders across the skills sector. The successful candidate will be required to keep abreast of political and policy developments, and to produce a range of policy briefings, media pieces and evidence submissions to parliamentary and government consultations. Event planning and organising, and preparing briefing materials will also be an important part of the role.</p> <p>In addition to the above you may be required to assist with the Skills and Higher Education Commissions and the wider work of Policy Connect.</p>
<b>Details</b>	<p><u>The All-Party Parliamentary Group for Skills and Employment and Stakeholder Management</u></p> <p><u>Policy and Events</u></p> <ul style="list-style-type: none"> <li>• Keep up-to-date with relevant policy developments through contact with members, research and monitoring activity.</li> <li>• Lead on the preparation of policy and event briefings</li> <li>• Draft evidence submissions to parliamentary and government consultations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan events by researching topics and recommending appropriate speakers and audience members.</li> <li>• Event organisation and management; including scheduling, room bookings, invitations, attendee briefings etc.</li> <li>• Occasional public speaking; introducing or discussing the team’s research and policy development.</li> <li>• Produce well written summaries of event discussions and take responsibility for follow-up actions.</li> </ul> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• Ensure regular liaison with all industry and political stakeholders.</li> <li>• Maintain and develop a contact database.</li> <li>• Work with the Head of Education and Skills to retain and build our membership and generate sponsorship.</li> <li>• Take responsibility for the research, development, production and maintenance of websites and e-bulletins.</li> <li>• Work with the Marketing &amp; Communications team to develop press strategies delivering press releases on events or research findings.</li> <li>• Represent Policy Connect externally, and develop a network.</li> </ul> <p><u>Across Policy Connect</u></p> <ul style="list-style-type: none"> <li>• Work with the finance manager to ensure the smooth management of membership renewals.</li> <li>• Work with Policy Connect teams to help deliver occasional events, and also opportunities for cross-departmental work.</li> <li>• Participate in Policy Connect-wide groups taking responsibility for aspects of the company’s work; i.e. CSR, scrutiny.</li> <li>• Attend regular internal meetings and take part in internal communications/knowledge sharing.</li> <li>• Demonstrate a flexible approach for additional duties commensurate with the grade of this post may occur.</li> <li>• Actively participate in regular performance reviews and appraisal meetings with line manager.</li> <li>• Participate in the company learning and development programme.</li> </ul>
<p><b>Person requirements</b></p>	<p><u>Qualifications &amp; Experience</u></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• An interest in, or experience of, further and higher education policy, skills policy, employment practices and/or social mobility.</li> <li>• Strong communication skills and experience of stakeholder management, and how to develop strong partnerships with a range of organisations and individuals.</li> <li>• Ability to produce a range of writing from; articles, blogs, briefings, email updates, bulletins, and content appropriate for social media.</li> <li>• Experience of working in Parliament or a policy-making environment.</li> <li>• Confident and a self-starter.</li> <li>• Ability to work both independently and as part a team.</li> </ul>

<p><b>Preferred</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with multiple external stakeholders or for a membership organisation.</li> <li>• Previous employment related to the education or skills sector.</li> <li>• Experience influencing policy change at a national level.</li> <li>• Experience of identifying opportunities for income generation and new business through engaging external stakeholders.</li> <li>• Line management experience.</li> <li>• Experience in events management or administration.</li> <li>• Experience of managing a website.</li> <li>• Ability to travel to external events and to work flexibly.</li> </ul>
<p><b>About Policy Connect</b></p>	<p>Policy Connect is a cross-party think tank 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. We run a learning and development scheme which all staff benefit from, this ranges from learning workshops and short courses through to sponsoring staff members to undertake management training at Diploma and MBA level.</p>