

Researcher and Project Co-ordinator: Health and Energy Safety Policy (full-time, permanent)

Location: London

Salary: Between £20,659 - £24,552, depending on experience. 4% pension contribution on completion of 3 month probationary period.

Policy Connect is the leading network of Parliamentary groups, research commissions, forums and campaigns working to inform and improve UK public policy. Working across a wide range of policy areas, covering mainstream and niche issues, the Policy Connect network of groups is recognised for providing the highest quality in impartial, policy-led research, events and campaigning. We are a private limited company, a social enterprise and a not for profit organisation.

Role outline

We are looking for a Project Co-ordinator to join our Health and Energy Safety Policy team. This team takes responsibility for managing the All-Party Parliamentary Health Group, the All-Party Parliamentary Carbon Monoxide Group and Carbon Monoxide Stakeholder Forum. These are a combination of membership groups and representative groups which provide objective platforms for debate and engagement between policy makers and policy users.

The role would be attractive to candidates with an interest in parliamentary affairs, public-interest campaigns and public health policy.

How to apply

Please read the job description and candidate specification on our website, and send your CV of no more than 2 A4 pages, a covering letter of no more than 1 A4 page and a completed equal opportunities monitoring form to careers@policyconnect.org.uk. Please include “**Researcher and Project Co-ordinator: Health and Energy Safety Policy**” in the application email subject line.

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: Wednesday 31 January 2018

Likely interview date: week commencing 5 February 2018

Job Description

Overview

We are looking for a Researcher and Project Co-ordinator to support the work of our Health and Energy Safety policy team, with a particular focus on energy safety. The specific scope of the role will vary according to the work the groups are undertaking.

Detail

Research, events, membership and strategy

- Organise meetings, seminars and larger events in various locations, including Parliament, in liaison with the Events Manager.
- Prepare briefing materials for events and post-event summaries for members and Parliamentarians.
- Monitor, understand and summarise relevant press and policy documents and announcements, including those without direct links to current work streams.
- Coordinate publication processes and contribute to report writing.
- Undertake desk-based research and stakeholder mapping activities.
- Attend and represent Policy Connect at external events.

Communication

- Research and write regular bulletins, summarising news stories and developments in health and energy safety policy areas, in addition to policy briefings around significant legislative and policy developments.
- Liaise with members and stakeholders, forging closer ties with MPs and Peers from all political parties, the Department of Health, the NHS and the wider health sector.
- Contribute to the content of websites and social media platforms.
- Maintain and develop a contacts database.

General Responsibilities

- Work collaboratively across Policy Connect, and occasionally on organisation-wide work streams.
- Actively participate in regular performance reviews and appraisal meetings with line manager.
- Support strategy development and participate in the organisation's learning and development programme.

Person Specification

Skills, qualifications, experience and abilities

- Educated to degree level, or equivalent, or substantial relevant work experience.
- Ideally with experience of event organisation.
- Excellent organisational and prioritising skills – able to contribute to the planning and delivery of a complex range of services including events and research projects.
- Excellent written communication skills, with a keen attention to detail.
- Good communication/interpersonal skills; able to develop and maintain effective working relationships with industry, policy makers and other external stakeholders.
- Able to self-motivate, work independently when necessary, and as part of a team.
- Able to meet deadlines.

- Good ICT skills, including proficiency in the use of MS Outlook, Word and Excel.
- Able and willing to optimise internal processes and streamline activities.
- Interest in/knowledge of, or willingness to learn about, health and energy safety policy-making and campaigning.

Personal Qualities

- A commitment to the aims, purpose and vision of Policy Connect.
- Flexible and adaptable to new and changing contexts (internal or external to the organisation, e.g. political change).
- 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.

Other

- Able to travel to external events.
- Prepared to work flexibly, including additional hours and some evening and occasional weekend working, as required.
- A positive attitude to drive work forward and focus on Policy Connect's objectives.