

Job Title	Researcher and Project Co-ordinator: Carbon Monoxide Safety Policy
Location	Southwark, London
Salary	£21,072 to 25,043 (dependent on experience)
Hours	Full-time
Contract type	Permanent with a 3-month probationary period
Job overview	<p>The researcher and project coordinator will primarily be responsible for delivering the programme of the All-Party Parliamentary Carbon Monoxide Group (APPCOG) and ensuring the group’s work has policy impact in Westminster and in the wider industry. The researcher and project co-ordinator will work with the APPCOG Manager and focus on the following key aspects:</p> <ul style="list-style-type: none"> • Engaging a wide range of stakeholders in the APPCOG’s policy work • Policy development, writing of briefings and presenting research results • Campaign work and events
About our work on Carbon Monoxide safety	<p>The APPCOG provides an objective platform for debate and engagement between policy makers and policy users and works with fuel and energy suppliers, appliance manufacturers and fitters, regulators, charities, fire and rescue services, the medical profession, local authorities, and housing health and safety bodies to support the development of best policy to prevent and properly treat carbon monoxide poisoning.</p> <p>The role is attractive to candidates with an interest in parliamentary affairs, public-interest campaigns and housing and/or public health policy.</p>
About us	<p>Policy Connect is a cross-party think tank. We improve people’s lives by influencing public policy.</p> <p>We collaborate with Government, Parliament and across the public, private and third sectors to develop our policy ideas from research, facts, data and consensus. Our work focuses on key policy areas including: health, education & skills; industry, technology & innovation, and sustainability. We shape policy in Westminster through meetings, events, research and impact work. Most of our events are held in Parliament.</p> <p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a non-profit social enterprise and London Living Wage-accredited.</p>
Working for us	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people’s lives for the better.</p> <p>As researcher and project co-ordinator in our Health and Carbon Monoxide Safety team you will have great influence shaping the policy field and work across Policy Connect in developing the direction of the role.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> • Policy Connect contributes 5% to the employee pension scheme • Inclusion in the formal Policy Connect learning and development programme • Flexible working

How to apply

Please read the job description and candidate specification below, and send **your CV of no more than two A4 pages**, a **covering letter of no more than one A4 page** and a completed equal opportunities monitoring form to careers@policyconnect.org.uk. Please include **“Researcher & Project Coordinator – Carbon Monoxide Safety”** in the application email subject line.

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

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, gender/expression, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership or pregnancy/maternity.

In order to ensure equal opportunities during our recruitment processes we are carrying out blind recruitment. Therefore **please send your documents as a word file if possible and include a second copy of your cover letter and CV with your name erased. Failure to do this will be noted during the shortlisting process.**

Please contact Georgina Bailey on 020 7922 7813 (or the [Careers](#) email address) if you have any questions regarding the role or Policy Connect

Closing date: 11 September 2018, 5pm

Likely interview date: the week commencing 24 September 2018

We encourage early applications as we are recruiting into a vacant post and exceptional candidates may be invited to interview early allowing the position to be filled before the application window has closed.

<p>The role</p>	<p>This is an exciting position to shape public policy in Parliament and government, and offers an opportunity to develop your research and stakeholder engagement skills.</p> <p>You will interact regularly with Parliamentarians and key stakeholders across the public health sector. You will be required to keep abreast of political and policy developments, organise events and conduct research for briefings or policy reports with supporting media pieces and evidence submissions to parliamentary and government consultations.</p> <p>Your role comes with autonomy to develop new ideas and areas for policy development. You will also work across Policy Connect on cross-cutting themes in support of our work on housing and health more widely.</p>
<p>Main duties</p>	<p>Research, achieving impact and events</p> <ul style="list-style-type: none"> • Develop an in-depth knowledge of the industry and policy landscape around carbon monoxide safety, public health and housing. • Draft policy reports and develop recommendations in collaboration with key stakeholders for government and industry • Dissemination and impact development of policy work. • Event organising and public speaking at events to present research results. <p>Communications and network building</p> <ul style="list-style-type: none"> • Support the manager in maintaining close, regular contact with all key stakeholders, including parliamentarians and industry stakeholders. • Key outputs/channels you will be responsible for include: <ul style="list-style-type: none"> ○ Research briefings ○ Website ○ E-bulletins ○ Member and Parliamentary policy briefings and event summaries ○ Social media ○ Press strategies and impact comms.
<p>Person</p>	<p>Essential</p>

requirements	<p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> • Educated to degree level, or equivalent, or substantial work experience at a level demonstrating ability. • An interest/knowledge in parliamentary processes and policy-making. • An interest in promoting carbon monoxide safety. <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> • Proven ability to develop and foster close working relationships with senior stakeholders. • Communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders. • An understanding of research design and research methodologies • Ability to synthesis complex ideas, craft arguments and produce clearly structured summaries of complicated subjects • Excellent written and oral communication skills. <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • Flexible and adaptable to new and changing contexts (such as political change). • A commitment to the aims, purpose and vision of the organisation. • Accountable, friendly, knowledgeable and trustworthy. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in delivering presentations and experience in public speaking. • Experience in a research, public affairs, events management or policy-making environment. • Previous experience related to carbon monoxide safety.
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