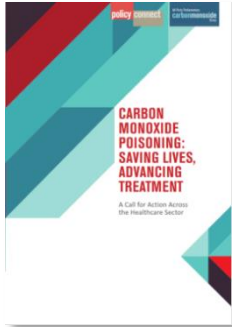
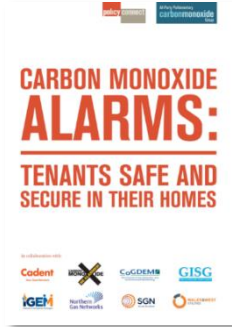


Job Title	Policy and Stakeholder Manager – Carbon Monoxide Safety Policy
Location	Southwark
Salary	£26-£29k (dependent on experience)
Hours	Full-time
Contract type	Permanent with a 3-month probationary period
Job overview	<p>The Policy & Stakeholder Manager is responsible for managing the policy work of All-Party Parliamentary Carbon Monoxide Group (APPCOG) and the Stakeholder Forum, including managing events, supporting its associate membership and increasing its parliamentary profile. They will also support other collaborative projects with external stakeholders.</p> <p>Key roles:</p> <ul style="list-style-type: none"> • Developing the APPCOG’s policy programme, including briefings, responding to government/Select Committee consultations • Member management • Planning and managing parliamentary events and campaigns to achieve impact/influence on public policy • Occasional research pieces
About the Parliamentary Group	<p>The APPCOG exists to bring parliamentarians together to discover, discuss and promote ways of tackling carbon monoxide (CO) poisoning in the UK. In doing so, it works closely with the Stakeholder Forum, a coalition of energy and other industry representatives, medical professionals, researchers, campaigners and others committed to tackling the issue of CO poisoning.</p> <p>Current policy areas include:</p> <ul style="list-style-type: none"> • The safety of tenants in the private rented sector • CO safety at festivals • Fuel poverty <p>Recent research publications include:</p> <ul style="list-style-type: none"> • Carbon monoxide alarms: tenants safe and secure in their homes • Carbon monoxide poisoning: saving lives, advancing treatment <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
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, including through our APPGs, 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>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
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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 **“Policy & Stakeholder Manager, Carbon Monoxide Safety Policy”** 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/parental leave.

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 or include a second copy of your cover letter and CV with your name erased**. Please contact Louise Young on 0207 202 8587 (or the Careers email address) if you have any questions regarding the role or Policy Connect.

Closing date: 5.00pm 14 September 2018

Likely interview date: During the week commencing 17 September 2018

The role	<p>This is an exciting position to shape public policy in parliament and government and offers an opportunity to develop your stakeholder engagement and events management skills.</p> <p>You will be responsible for planning and managing the policy and events programme of the APPCOG. You will manage relationships with stakeholders.</p> <p>You will interact regularly with Parliamentarians, Group members and key stakeholders across the skills sector. You 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.</p> <p>Your role comes with autonomy to develop new ideas and areas for policy development and campaigns.</p>
Main duties	<p>Policy, Events and achieving impact</p> <ul style="list-style-type: none"> • Keep up to date with policy developments in the sector, through member contact, research and monitoring work. • Plan the policy content of events/seminars by researching topics and developing links with high-profile speakers and audience members. • Oversee the development and the delivery of events, including events management, attendee briefings and occasional public speaking at events • Develop plans for maximising impact from policy work and events in Parliament, including writing up events and managing follow-up actions. • Draft evidence submissions to parliamentary and government consultations. • Work flexibly with colleagues across Policy Connect as needed. • Occasional public speaking.

	<p>Membership</p> <ul style="list-style-type: none"> • Maintain an active and engaged membership, representing Policy Connect externally with key contacts within member organisations. • Work with the Senior Management Team to manage membership and generate sponsorship for projects and events. <p>Communication</p> <p><u>External</u></p> <ul style="list-style-type: none"> • Maintain close, regular contact with all key stakeholders, including parliamentary members and industry members. • Key outputs/channels you will be responsible for include: <ul style="list-style-type: none"> ○ Website ○ E-bulletins ○ Member and Parliamentary policy briefings and event summaries ○ Social media ○ Press strategies and impact comms <p><u>Internal</u></p> <ul style="list-style-type: none"> • Lead on the internal communication for energy safety, including weekly reports to the senior management team about activities. • Line-manage the researcher in the energy safety team. <p>Finance</p> <ul style="list-style-type: none"> • Lead the sourcing of new funding for policy research projects, parliamentary inquiries and events. • Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive and Chief Operating Officer. • In conjunction with Finance Manager provide quarterly reports for the Chief Operating Officer. • Ensure that projects are managed to time and budget/surplus. • Assist the Finance Manager to ensure that membership renewals and other invoices are raised and paid promptly.
<p>Person requirements</p>	<p>Essential</p> <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. • Working knowledge of and enthusiasm for the CO safety agenda and public health issues more generally. • An interest/knowledge in parliamentary processes and policy-making. <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. • Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders. • Excellent written and oral skills. <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • High level of personal gravitas, professionalism and credibility; influential and persuasive. • 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 public affairs, events management or policy-making environment. • Previous employment related to CO safety. • Line management experience.