

Job Title	Policy Manager, Assistive Technology
Location	32-36 Loman St, London SE1 0EH
Salary	£26,759 - £29,830
Hours	Full-time (35 hours per week)
Contract type	Permanent with a 3-month probationary period
Job overview	<p>In this role you will work within the Policy Connect Industry, Technology and Innovation Team (ITI), leading the team's work on assistive technology policy to achieve one of Policy Connect's key objectives: to roll out technology for people in society and develop innovative solutions to societal challenges. This role includes managing the activity and stakeholder engagement of the All-Party Parliamentary Group on Assistive Technology (APPGAT) in support of that objective.</p> <p>The role includes:</p> <ul style="list-style-type: none"> ● Leading, developing and delivering the workplan to achieve Policy Connect's policy objectives on assistive technology, linking to wider team and organisational objectives. ● Preparing and disseminating policy briefings. ● Organising high-profile policy events in Parliament. ● Member management and funding business development. ● Speaking on policy panels in Parliament and at sector conferences. ● Conducting qualitative research for policy reports. <p>Your key stakeholders in this role include:</p> <ul style="list-style-type: none"> ● Parliament: MPs, Peers, researchers and committee clerks. ● Government: Ministers and civil servants. ● The assistive technology sector, including associate members of APPGAT: disabled people's organisations, technology developers, charities and foundations, and academic institutions.
About the Parliamentary Group	<p>The APPGAT is an All-Party Parliamentary Group made up of MPs and Peers dedicated to pursuing the opportunities presented by assistive technology to make society inclusive for all. The group is designed to facilitate discussion between the sector and Parliament and make policy interventions on issues surrounding assistive technology (AT).</p> <p>The APPG works by holding policy events in Parliament, bringing experts and politicians together for roundtable discussions, symposia, and receptions; we use the findings from these policy events to develop briefings, term papers and research reports with the aim of informing and influencing Parliament, Government and the sector.</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 manager of our assistive technology policy work you will have great influence shaping</p>

	<p>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 ● Travel season ticket and cycle to work scheme loans ● Flexible working
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How to apply

Please read the job description and candidate specification below, and send **your CV**, 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 Manager, Assistive Technology”** in the application email subject line.

Cover letter

- No more than one side of A4
- Refers specifically to how your experience relates to the main duties and person specifications required for this role
- Please send as a Word Document (or an Openoffice Document).
- Please send a second version of your cover letter which doesn't state your name

CV

- No more than two sides of A4
- Please send as a Word Document (or an Openoffice Document)
- Please send a second version of your CV which doesn't state your name

Access needs

Please contact us if you would like us to make any adjustments to the application process stated above. Please also let us know if you anticipate the need for any adjustments to the interview process (e.g. arranging a BSL interpreter).

Equal opportunities

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.

Applications for this job are sought from anyone who is suitably qualified and experienced for the role and we particularly welcome applications from women and non-binary people for this role.

We are open to the possibility of a job-share/part-time for this role.

We would welcome you to **contact us on 0207 202 8579** (or the Careers email address) if you have any questions regarding the role or Policy Connect.

Closing date: 19th November, 2018, 11:45pm

Likely interview date: During the week commencing 26th November, 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. You will be responsible for planning and managing the policy and events programme of the APPGAT. You will manage relationships with stakeholders, and carry out business development to increase the Group's membership and bring in sponsorship funding for the Group's work programme.</p> <p>You will interact regularly with Parliamentarians, Group members and key stakeholders</p>
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	<p>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 you will also work across Policy Connect on cross-cutting themes.</p>
<p>Main duties</p>	<p>Policy, Events and achieving impact</p> <ul style="list-style-type: none"> ● Develop in-depth knowledge of assistive technology policy ● Lead the development and the delivery of roundtables, symposia and associated policy work in Parliament. ● Disseminate findings from research and policy discussions including engaging Government Ministers and Parliamentary Select Committees. ● Speaking on panels and delivering short talks. ● Work flexibly with colleagues across Policy Connect as needed and in particular to deliver objectives across the Government’s Industrial Strategy. <p>Membership & business development</p> <ul style="list-style-type: none"> ● Maintain an active and engaged membership and proactively source new members, maintaining rapport with key contacts within member organisations. <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 associate members. ● Creating and managing content for <ul style="list-style-type: none"> ○ The APPGAT website ○ The APPGAT newsletter (monthly) ○ Member and Parliamentary policy briefings and event summaries ○ Social media, incl. Twitter ● Engagement with press contacts, supplying press briefings and comment pieces <p><u>Internal</u></p> <ul style="list-style-type: none"> ● Lead on the internal communication for assistive technology, including weekly reports to senior management about activities and impact. <p>Finance</p> <ul style="list-style-type: none"> ● Lead the sourcing of new funding from sponsors 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. ● 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 public policy issues around assistive technology, e.g. inclusivity in education, disability, health, and or technology. ● An interest in Parliament 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

	<p>stakeholders.</p> <ul style="list-style-type: none">● 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>Personal qualities</p> <ul style="list-style-type: none">● Professionalism and credibility; influential and persuasive.● Flexible and adaptable to new and changing contexts (such as political change).● Shares the Policy Connect Values and shares our aspirations as set out in our Vision document.● Accountable, friendly, knowledgeable and trustworthy. <p>Desirable</p> <ul style="list-style-type: none">● Experience in a public affairs, events management or policy-making environment.● Experience in delivering presentations and experience in public speaking.● Previous employment related to the assistive technology sector.● Experience of identifying opportunities for income generation and new business through engaging external stakeholders.● Some line management experience.
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