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| Job Title | Policy and Stakeholder Manager – Skills and Employment |
| Location | Southwark, London |
| 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 the All-Party Parliamentary Group for Skills and Employment, including managing events, supporting and increasing the membership. They will also support other collaborative projects with external stakeholders such as the Further Education Trust for Leadership.</p> <p>Key roles:</p> <ul style="list-style-type: none"> • Developing the APPG’s policy programme, including writing briefings, responding to government/Select Committee consultations • Member management and business development to increase membership • Planning and managing parliamentary events and campaigns to achieve impact/influence on public policy • Occasional research pieces |
| About the Parliamentary Group | <p>The All-Party Parliamentary Group for Skills and Employment (APGSE), chaired by Nic Dakin MP, is the leading forum informing debate and collaboration between parliamentarians, business leaders and the education and skills community.</p> <p>Through its busy programme of research and parliamentary events, the group raises the profile of skills policy in Parliament and across the UK to ensure that skills policy is recognised as a central means to economic and personal development.</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, 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>As manager of our skills & employment work 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 **“Policy & Stakeholder Manager, Skills & Employment”** 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 specification 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 or include a second copy of your cover letter and CV with your name erased.**

Please contact Simon Kelleher on 0207 202 8575 (or the Careers email address) if you have any questions regarding the role or Policy Connect.

Closing date: Midnight 26th March

Likely interview date: During the week of 2nd April 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.

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| <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 stakeholder engagement and events management skills.</p> <p>You will be responsible for planning and managing the policy and events programme of the All-Party Parliamentary Group for Skills and Employment, managing relationships with stakeholders, and business development to increase the Group's membership and bring in sponsorship funding for the Group's work programme. You may be responsible for managing an intern.</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. You will also work across Policy Connect on cross-cutting themes in support of our work on the Government's Industrial Strategy.</p> |
| <p>Main duties</p> | <p>Policy and impact</p> <ul style="list-style-type: none"> • Keep up to date with policy developments in skills and employment through member contact, research and monitoring work • Plan the policy content of events by researching topics and developing links with high-profile speakers and audience members • Lead 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 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, representing Policy Connect externally with key contacts within member organisations. • Maintain a contacts database and use this to ensure regular liaison with all members, industry and policy stakeholders. |

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| | <ul style="list-style-type: none"> • Work with the Head of Education & Skills to retain and build 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 skills & employment, including weekly reports to the Chief Executive/senior management about activities. <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. • Excellent working knowledge and enthusiasm for further and higher education policy, skills policy, employment practices and/or social mobility. • An interest/knowledge in parliamentary processes and public 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 the education or skills sector. • Experience of identifying opportunities for income generation and new business through engaging external stakeholders. • Some line management experience. |