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| **Job Title** | Policy Project Co-ordinator, Assistive and Accessible Technology |
| **Reporting to** | Head of Assistive and Accessible Technology |
| **Location** | Borough, London (Flexible working) |
| **Salary** | £22,816 - £28,122 (depending on experience) |
| **Hours** | Full-time and part-time applicants welcome |
| **Contract type** | Fixed term for 12 months with the potential for extension/conversion into a permanent contract. |
| **Industries you will work with** | * Parliament and politicians * Civil Service * Charities, third sector and Disabled People’s Organisations (DPOs) * Tech sector * Business – employer groups * Disabled and older people * Academia * Media * Public affairs and think tanks |
| **Job focus** | * Organising policy design workshops and public events with high-profile participants * Events-focused research (writing briefings and workshop outcomes papers) * Coordinating communications (social media, blogs, media articles) * Corresponding with stakeholders (listed above)   In the following policy areas:   * Education * Employment * Care and Independent Living * Research and Innovation * Technology * Disability and Ageing * Accessibility and Inclusive Design * Trade and Growth |
| **About Policy Connect** | Policy Connect is a membership-based, not-for-profit, cross-party think tank. We bring together parliamentarians and government in collaboration with academia, business and civil society to inform, influence and improve UK public policy through debate, research and innovative thinking, so as to improve people’s lives.  We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a Disability Confident and London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.  Our work focuses on key policy areas including: health; assistive and accessible technology; education & skills; industry, technology & innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work.  Our mission is to lead the development of new policy ideas through evidence and collaboration. |
| **About the ATech Policy Team** | Assistive and accessible technology (AT) is used by disabled people to break down barriers and unlock opportunities – across all areas of life including education, work, shopping, and socialising. This tech covers a wide spectrum – from changing the size of the text on an iPhone, to a smart-home set-up that allows you to open doors with voice commands, and more.  Policy Connect is expanding its AT Team to drive forward its vision for UK public policy to take full advantage of digital technology to improve the lives of disabled people, and bring the benefits of accessibility to all.  The team includes the Head of AT, two AT Policy Managers, a research fellow to be brought in on secondment from a university, and the present role.  The team will be responsible formanaging the All-Party Parliamentary Group for AT, as well as delivering policy design workshops and research outputs.  This is an exciting opportunity to join a dynamic team that will help shape public policy at the highest level to make a more inclusive society. |
| **Benefits of working for us** | Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 staff, you will experience the buzz of working in Westminster (albeit via Zoom for the present) and the passion of working to change to people’s lives for the better.  As Policy Project Co-ordinator for ATech Policy, you will be able to have a great degree of influence on the shape of our policy field and work in developing the team further.  Benefits include:   1. Paid leave for volunteering (up to 4 days per annum). 2. Pension contributions of 6% (exceeding the statutory minimum for employers) 3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications. 4. Interest-free loans for transport and tech. 5. Cycle-to-work scheme. 6. Flexible working arrangements. 7. Employee Assistance Programme (via Health Assured). |
| **How to apply**  Please read the job description and candidate specification below, and submit **your CV of no more than one A4 page**, a **covering letter of no more than one A4 page** and **completed equal opportunities monitoring form** via the Policy Connect application portal at <https://apply.talentvine.co.uk/vacancy/preview?id=54753>  Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role. We are a disability confident and equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender.  Please contact Robert McLaren [robert.mclaren@policyconnect.org.uk](mailto:robert.mclaren@policyconnect.org.uk) if you have any questions regarding the role or Policy Connect.  **Closing date:** 19 October 2021  **Likely interview date:** Weeks commencing 25 October or 1 November  **Start date**: as soon as possible | |
| **The role** | Policy Connect is looking for an ambitious Policy Project Co-ordinator to join our Assistive and Accessible Technology Team.  The role will cover:   1. Working closely the Head of AT to establish the team as a leader in designing and evaluating policy on assistive and accessible technology. This includes delivering collaborative policy design workshops, managing the centre’s collaboration with its partners and stakeholders, external communications. 2. Working with an academic secondee on the development of a report on AT policy. 3. Working with that team’s AT Policy Managers to support the delivery of the events programme of the All-Party Parliamentary for Assistive Technology. |
| **Main duties** | * Scope, research, organise and deliver evens such as roundtables, symposium, and stakeholder working group meeting – currently remotely via Zoom (otherwise in Parliament). * Write up detailed post-event briefings of policy events and disseminate to stakeholders to achieve impact. * Research and write regular newsletters summarising news stories and developments in the relevant policy areas in addition to policy briefings around significant legislative and policy developments. * Research and write external facing articles for a range of publications regarding the interaction of policy with various areas of the health landscape. * Assist with external communications, website content, and social media channels to promote our work and achieve impact. * Engage with funders and stakeholders in conjunction with the policy managers to achieve impact and form networks of key stakeholders. * Work collaboratively across Policy Connect teams where beneficial |
| **Person requirements** | Essential   * Appreciation of Policy Connects values of integrity, inclusivity, challenge and excellence. * Interest in public policy in issues relevant assistive technology e.g. technology, inequality, disability, care, design. * Excellent organisational skills. * Excellent writing skills with the ability to condense complex information into easily accessible formats. * Dynamic worker, happy to work within a small team and willing to adapt work to meet changing short and long-term objectives.   Desirable   * Experience of writing public policy briefings or similar. * Experience of working in a policy, politics or similar environment. * Experience of organising events (in-person or online) * Experience developing new project and/or project proposals |