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| **Job Title** | Policy Project Co-ordinator, Carbon Monoxide |
| **Reporting to** | Policy Manager, Carbon Monoxide Safety |
| **Location** | Borough, London (Flexible working) |
| **Salary** | £22,369 - £27,571 (depending on experience) |
| **Hours** | Part time, flexible – up to 24 hours, applications from current students 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 * Regulatory & professional bodies * NHS and Care leaders and practitioners * Business – Including Gas Sector and engineers * Charities and third sector * Fire and Rescue Services * Survivors and others with lived experience of carbon monoxide poisoning * Academics and researchers, grant making organisations |
| **Job focus** | * Delivering policy events with high-profile participants * Events-focused outputs (PR, writing briefings before event and minutes or outcome papers). * Coordinating communications (social media, blogs, media articles) * Corresponding with a wide range of stakeholders, including those from industry & parliament * Identifying policy opportunities to further the aims of the All-Party Group   In the following areas of carbon monoxide policy:   * Prevention * Detection * Treatment and response * Intelligence and data collection |
| **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 peoples’ 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 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.  The Health Team works in two main areas:   * Health and Social Care * Carbon Monoxide Safety   The Health Team is responsible for managing the All-Party Parliamentary Group for Carbon Monoxide, the All-Party Parliamentary Health Group. We produce a regular events programme across both APPGs focused on current, emerging and future themes for their policy areas. Further to this, Policy Connect Health acts to lead on independent projects. Across the team, we chair several working groups, act as co-investigators in academic studies to deliver policy work and deliver inquiries and reports.  The Health Team consists of the Head of Health, Policy Manager for Carbon Monoxide and two project coordinators including the advertised role. |
| **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 Project Co-ordinator in the health and accessibility team 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 two A4 pages**, 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=54736.  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 Becky Rice at [becky.rice@policyconnect.org.uk](mailto:becky.rice@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 Health Team.  The main focus of the role will be:   1. Supporting the delivery of the events programme of the All-Party Parliamentary Group for Carbon Monoxide, with a focus on written follow up 2. Supporting a policy research project involving Parliamentary events and evidence sessions culminating in a report on improving practices and awareness in health and social care to prevent Carbon Monoxide exposure 3. Research on the prevalence of carbon monoxide exposure and impacts of poisoning 4. Identifying potential associate members and developing engagement strategies for paid membership contracts 5. Promoting carbon monoxide awareness and safety via public campaigns 6. Supporting the head of team to implement and improve internal team processes, including finance, planning and impact reporting 7. Developing new events and original content which feed into policy opportunities and support the goals of the All Party Group     The purpose of this role is to work closely with the Policy Manager for Carbon Monoxide Safety, the rest of the Health Team and a variety of stakeholders to collaboratively develop new policy ideas and ensure they gain traction with policy-makers. |
| **Main duties** | * Scope, research, organise and deliver roundtables, seminars and other larger events – 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 developments in the relevant policy areas, upcoming events and content from members; in addition to policy briefings around significant legislative and policy developments. * Assist with external communications, website content, and social media channels to promote our work and achieve impact. * Attend and represent Policy Connect at external events. * Engage with funders and stakeholders in conjunction with the policy managers to achieve impact and manage work streams. * Work collaboratively across Policy Connect, particularly within the Health and Accessibility Team. |
| **Person requirements** | Essential   * Well organised and self-motivated worker with the ability to meet tight deadlines * Strong administrative skills: accurate note taking and clear writing style * Appreciation of Policy Connects values of integrity, inclusivity, challenge and excellence. * Awareness of Parliament, Government and the policy-making process. * Excellent organisational skills. * Strong analytical skills * Excellent writing and research 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. * Strong attention to detail   Desirable   * Experience of organising events (in-person or online) * Experience of writing public policy briefings. * Experience of corresponding with senior stakeholders and achieving engagement |