|  |  |
| --- | --- |
| **Job Title** | Policy Project Co-ordinator, Health |
| **Reporting to** | Head of Health |
| **Location** | Borough, London (Flexible working) |
| **Salary** | £22,816 - £28,122 (depending on experience) |
| **Hours** | Full-time |
| **Contract type** | Fixed term for 12 months with the potential for extension/conversion into a permanent contract. |
| **Stakeholders you will work with** | * Parliament and politicians * Civil Service * NHS and Care leaders and practitioners * Business – including Pharmaceutical companies and Medtech * Charities and third sector * Patients and others with lived experience of health issues * Academia * Media * Public affairs and think tanks |
| **Job focus** | * Organising policy events with high-profile participants * Events-focused research (writing briefings before event and outcomes papers or evidence summaries) * Coordinating communications (social media, blogs, media articles) * Corresponding with stakeholders from industry, the third sector, patient representatives & parliament * Planning and taking part in policy working groups * Specific health project related research and reviews (research summaries, evidence gathering)   In the following policy areas:   * Public health and prevention * Health service (workforce, waiting lists, health inequalities) * Innovation and life sciences * Social care |
| **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 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 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=54735.  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 cover:   1. Assisting in organising and delivering the events programme of the All-Party Parliamentary Group for Health. 2. Communicating with a variety of external stakeholders across a range of health issues. 3. Assisting in delivering the policy impact stream of the ‘[ImprovE-ACT](https://www.mmu.ac.uk/news-and-events/news/story/13519/)’ research project on Black Men’s experiences with the Mental Health Act:    1. This includes supporting the team to deliver a parliamentary symposium, a series of roundtables, and a policy report.    2. Also includes being involved in a regular working group ensuring that lived experience is represented in policy work. 4. Assisting in the development of a policy research project on life course nutrition involving Parliamentary events and a compiled essay series. 5. Supporting the development of the health teams internal processes, membership, finance and policy planning.     The purpose of this role is to work closely with 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 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. * Contribute to working groups and Policy Connect Health outputs by maintaining regular contact with stakeholders, organising and participating in meetings/events. * Carry out specific policy research in support of projects, reports and enquiries. * Work collaboratively across Policy Connect, particularly within the Health Team |
| **Person requirements** | Essential   * Appreciation of Policy Connects values of integrity, inclusivity, challenge and excellence. * Strong interest in health and public health policy issues. * Awareness of Parliament, Government and the policy-making process. * Awareness of the health and social care landscape. * Excellent organisational 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 writing public policy briefings or similar. * Experience of working in a policy or health service environment. * Experience of organising events (in-person or online) * Knowledge of the structure of the health service. |