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| **Job Title** | Project Co-ordinator – Health and Accessibility |
| **Reporting to** | Policy Manager, Health |
| **Location** | Westminster, London (hybrid working) |
| **Salary** | £24,000 - £30,000 (depending on experience) |
| **Hours** | Full-time |
| **Contract type** | Fixed-term for 12 months, with a 3-month probationary period. Possibility to extend the contract or convert it into a permanent contract at the end of the 12-month period. |
| **Industries you will work with** | * Parliament and politicians
* Health and social care professionals
* Disabled People’s Organisations
* Technology companies
* Pharmaceutical companies
* Public affairs/media
* Civil Service
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| **Job focus** | * Organising policy events in Parliament (roundtables, panels, receptions)
* Events-focused research (briefings, write-ups)
* Communications (social media, blogs, media articles, newsletter)

In the following policy areas:* Access to primary care, mental health, women’s health, assistive and accessible technology, accessible transport, indoor air quality (including carbon monoxide safety), medical education, social care and NHS reforms.
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| **About Policy Connect** | Policy Connect is a cross-party think tank. We specialise in supporting parliamentary groups, forums, and commissions, delivering impactful policy research and event programmes, and bringing together parliamentarians and government in collaboration with academia, business and civil society to help shape public policy in Westminster and Whitehall, so as to improve people’s lives. We are a social enterprise and are funded by a combination of regular annual membership subscriptions and time-limited sponsorships. We are proud to be a Disability Confident and London Living Wage employer, and a member of Social Enterprise UK. Our work focuses on key policy areas are Health; Accessibility; 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. |
| **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, 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.As Project Co-ordinator you will be part of a collaborative team, helping generate ideas and plans to deliver our high-profile policy events programme.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
5. Cycle-to-work scheme
6. Flexible working arrangements
7. [Employee Assistance Programme](https://www.healthassured.org/employee-assistance-programmes/)
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| **How to apply**Please read the job description and candidate specification below, and submit **your CV of no more than 2 A4 pages**, a **covering letter of no more than one A4 page** and **complete the equal opportunities monitoring form** and send this to Victoria Zeybrandt (Director of Communications and Operations) at Victoria.Zeybrandt@policyconnect.org.uk**Applicants must be eligible to work in the UK.****Please ensure that your covering letter refers specifically to how your experience relates to the 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 let us know if you would like us to make any accessibility adjustments in relation to the process of applying for this role. Please contact Victoria Zeybrandt (Director of Communications and Operations) at Victoria.Zeybrandt@policyconnect.org.uk if you have any questions regarding the role or Policy Connect. We welcome informal enquires ahead of application. **Closing date: Sunday 6th April 2025, 23:59****Likely interview date: w/c 14th or w/c 21st** of April 2025**Start date**: as soon as possible |
| **The role** | Policy Connect is looking for an ambitious Project Co-ordinator to work across two of our policy teams: Health and Accessibility. The role will support the delivery of our exciting events schedule across the two teams, working with the All-Party Parliamentary Health Group, the All-Party Parliamentary Carbon Monoxide Group, and the All-Party Parliamentary Group for Assistive and Accessible Technology. This will involve the delivery of policy roundtables, parliamentary receptions, impact roundtable series with parliamentarians, civil servants and representatives from industry, academia and the third sector to ensure the reach and take-up of the policy recommendations made in our reports.You will also have the chance to be involved in other policy areas that Policy Connect covers.In the medium to long term, the focus of the role can be flexible and will respond to organisational needs and the personal expertise and preference of the chosen candidate. |
| **Main duties** | * Scope, research, organise and deliver roundtables, seminars and other larger events – remote and in-person 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.
* Assist with external communications, content management of the websites 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 team managers to achieve impact.
* Work collaboratively across Policy Connect and support other teams as needed.
* Support the strategic development of overall event function of the organisation, e.g. by standardising invitations and outputs.
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| **Person requirements** | Essential* Interest in health and accessibility policy.
* Awareness of Parliament and the policy-making process.
* Excellent organisational skills.
* Skilled at managing projects involving colleagues and external stakeholders
* Excellent writing skills with the ability to condense complex information into clear language.
* 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 working in a policy or public affairs environment.
* Experience of events organisation.
* Experience of stakeholder management.
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