

|  |  |
|--|--|
| <b>Job Title</b>                           | Project Coordinator, Education and Skills Policy Team  |
| <b>Reporting to</b>                        | Head of Education and Skills   |
| <b>Location</b>                            | Borough, London  |
| <b>Salary</b>                              | £21,930 - 27,030 (dependent on experience)   |
| <b>Hours</b>                               | Full-time  |
| <b>Contract type</b>                       | Permanent with a 3-month probationary period   |
| <b>Industries you will work with</b>       | <ul style="list-style-type: none"> <li>• Parliament and politicians</li> <li>• Further Education colleges, skills providers and higher education institutions</li> <li>• Sector bodies, employers, think tanks and academics</li> <li>• Public affairs/media</li> <li>• Civil Service</li> <li>• Third sector</li> </ul>   |
| <b>Job focus</b>                           | <ul style="list-style-type: none"> <li>• Events management and Parliamentary meeting programme</li> <li>• Stakeholder management</li> <li>• Working with high profile figures from the sector</li> <li>• Development of new Policy Connect education and skills projects</li> <li>• Communications and social media</li> <li>• Policy areas:               <ul style="list-style-type: none"> <li>○ Further and higher education</li> <li>○ Apprenticeships</li> <li>○ Inclusion and social mobility</li> <li>○ Skills System and related policy areas such as Industrial Strategy</li> </ul> </li> </ul>  |
| <b>About Policy Connect</b>                | <p><b>Our Mission</b><br/>Leading the development of new policy ideas through evidence and collaboration.</p> <p><b>Who we are</b><br/>We are 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.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.</p>   |
| <b>About the Education and Skills team</b> | <p>The Education and Skills team at Policy Connect works to improve the policy making process through delivering collaborative research projects, impact campaigns, and thought leadership and sector networking events in Parliament and beyond. We bring together parliamentarians with leading sector figures and organisations, learners, employers and academics. We do this through our:</p> <ul style="list-style-type: none"> <li>• Programme of the <a href="#">All-Party Parliamentary Group for Skills and Employment</a></li> <li>• Research and impact work for <a href="#">HE Commission</a> and <a href="#">Skills Commission</a></li> <li>• Partnership with the Further Education Trust for Leadership</li> </ul> <p>Over the past year our work has seen us meet with two Ministers at the DfE, brief departmental officials, appear at Select Committees, and have our recommendations adopted by government.</p> |

|                                   |  |
|-----------------------------------|--|
|                                   | For the next three years we are working towards our vision of creating a more inclusive, adaptive and joined up tertiary system which reduces skills gaps and mitigates intersectional inequalities.   |
| <b>Benefits of working for us</b> | <p>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 and the passion of working to make a change to better people's lives.</p> <p>You will be able to have great degree of influence on the shape of your policy field and work in developing the team further.</p> <p>Benefits include:</p> <ol style="list-style-type: none"> <li>1. Paid leave for volunteering (up to 4 days per annum)</li> <li>2. Pension contributions of 6% (exceeding the statutory minimum for employers)</li> <li>3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications</li> <li>4. Interest-free loans for transport</li> <li>5. Cycle-to-work scheme</li> <li>6. Flexible working arrangements</li> <li>7. Employee Assistance Programme</li> </ol> |

### How to apply

Please read the job description and candidate specification below, and send **your CV of no more than 2 A4 pages**, a **covering letter of no more than one A4 page** and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include **"Project Coordinator, Education"** in the application email subject line.

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role. Prior experience in further and higher education or policy work is not essential, but a desire to learn more about these areas is.

We are an equal opportunities employer and encourage 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.

In order to ensure equal opportunities during our recruitment processes we are carrying out anonymous 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 at [simon.kelleher@policyconnect.org.uk](mailto:simon.kelleher@policyconnect.org.uk) or on 0207 202 8575 if you have any questions regarding the role or Policy Connect.

### Selection procedure and deadlines

- **Sunday 21 July 2019, midnight (GMT 00.00 AM):** Application closing date
- **Thursday 1 – Friday 2 August 2019:** Interviews

|                 |  |
|-----------------|--|
| <b>The role</b> | <p>Policy Connect is looking for someone to play an important role in supporting the activities of Policy Connect's Education and Skills team which includes the programme of the All-Party Parliamentary Group for Skills &amp; Employment, and research and impact work for the Skills and HE Commissions. You will also work across Policy Connect on cross-cutting themes in support of our work on education and skills.</p> <p>This is a creative role that demands initiative: liaising with a wide variety of stakeholders, coordinating an interesting, relevant parliamentary meeting programme and leading our online communications such as our bulletin and website. It is an exciting opportunity to</p> |
|-----------------|--|

|                    |  |
|--------------------|--|
|                    | interact regularly with Parliamentarians and key stakeholders across the education sector and keep abreast of political and policy developments.   |
| <b>Main duties</b> | <p>The Project Coordinator will work closely with the Head of Education and Skills and team members. Responsibilities will include:</p> <p><b>Parliamentary meetings and events:</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Education and Skills to plan and develop the meeting and events programme of the All-Party Parliamentary Group for Skills - including administrative, research and communications tasks.</li> <li>• Research, organise and deliver round tables, seminars and other larger events in Parliament.</li> <li>• Attend and represent Policy Connect at external events, occasional public speaking.</li> </ul> <p><b>Communications and stakeholder management:</b></p> <ul style="list-style-type: none"> <li>• Support the Head of team in maintaining close, regular contact with all key stakeholders, including parliamentarians and industry stakeholders.</li> <li>• Help grow and consolidate the All-Party Group's membership and Parliamentary network by assisting with business development and membership management.</li> <li>• Research and write a fortnightly bulletin summarising news stories and developments in the relevant policy areas in addition to occasional policy briefings around significant legislative and policy developments.</li> <li>• Assist with external communications, content management of the websites and social media channels, and developing the team's reach through improving and analysing the contact database.</li> </ul> <p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Keep up to date with policy developments and political landscape in the education sector, through member contact, research and monitoring work.</li> <li>• Contribute to policy research projects through the organisation of steering group meetings, evidence sessions, interviews and launch events.</li> <li>• Dissemination and impact development of policy work.</li> <li>• Write up detailed pre- and post-event briefings of policy events for members and Parliamentarians.</li> </ul> <p><b>Depending on the focus of the work of the team, the role and associated responsibilities might change over time, for example towards a greater emphasis on research activity.</b></p> |

|                            |   |
|----------------------------|---|
| <b>Person requirements</b> | <p><u>Essential</u></p> <ul style="list-style-type: none"><li>• Educated to degree level or equivalent qualifications or experience.</li><li>• Interest in education and skills issues as well as related policy areas.</li><li>• Interest in Parliament and the policy-making process.</li><li>• Excellent written and communications skills.</li><li>• Interest in events management.</li><li>• Proven ability to foster membership/stakeholder relationships.</li><li>• Dynamic worker, happy to work within a small team and willing to adapt work to meet changing short and long-term objectives.</li></ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"><li>• A self-starter, you are capable of autonomously coordinating projects as well as working in a small team.</li><li>• Flexible and adaptable to new and changing contexts (such as political change).</li><li>• A commitment to the aims, purpose and vision of the organisation.</li><li>• Accountable, friendly, knowledgeable and trustworthy.</li></ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"><li>• Experience in a project management, public affairs, events management, or policy-making environment.</li><li>• Experience of working in any education, policy or public affairs environment.</li><li>• An understanding of research design and research methodologies.</li></ul> |
|----------------------------|---|