

<b>Job Title</b>	<b>Policy Manager – Health</b>
<b>Reporting to</b>	Head of Health and Accessibility
<b>Location</b>	Borough, London
<b>Salary</b>	£28,397 - £35,619 (depending on experience)
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Job overview</b>	<p>Policy Connect is looking for someone to join our Health and Accessibility team, to oversee the work of the All-Party Parliamentary Health Group (APHG), and our health policy research and influencing projects conducted under the banner of Policy Connect Health. You will also work across Policy Connect on cross-cutting themes in support of our work on health.</p> <p>This is an excellent opportunity for an individual with a strong interest in health policy issues, the UK Parliament and political processes. It is a creative role that requires excellent stakeholder management, communication and policy writing skills to deliver a high-impact programme of parliamentary events and policy papers. The role also requires empathy towards the health needs of the country and how public policy can best deliver.</p> <p style="text-align: center;">*</p> <p>The Health and Accessibility team’s vision is of improved life outcomes for everyone through integrated services and a cross-government approach that prioritises public health, innovation, and inclusion. The team manages three APPGs - the All-Party Parliamentary Health Group, the All-Party Parliamentary Carbon Monoxide Group and the All-Party Parliamentary Group for Assistive Technology. You will develop, manage and deliver the All-Party Parliamentary Health Group’s program of parliamentary events. Recent speakers have included Sir Simon Stevens and Dame Sally Davies.</p> <p>This year, the team launched Policy Connect Health which produces timely research outputs to inform and influence policymakers in pursuit of our vision. Our first project is an inquiry on Health and Climate Change (already underway) and we are scoping for possible future projects on topics such as Cell and Gene therapies, and Black men’s mental health. For more information on our work, please see our website <a href="#">here</a>.</p> <p>Policy Connect is a not-for-profit, funded by academia, business and third sector groups and you will manage our relationships with health sector funders, and work to attract new organisations as funders to support our work on health.</p> <p>Health policy is a high priority area for Policy Connect with strong investment at senior management and board level. You will report directly to our head of Health and Accessibility.</p> <p>Policy Connect are current operating a home working policy in light of Covid-19. We regularly review this policy and consider the opportunities and risks around a hybrid model involving safe working in our Borough office alongside home working, when this is possible.</p>
<b>Main responsibilities</b>	<p><b>Parliamentary Meetings &amp; Events</b></p> <ul style="list-style-type: none"> <li>• Develop and design our program of health policy events, by researching topics and gaining insight and intelligence from relationships with high profile figures in Parliament, Whitehall, and the health sector; and assessing the purpose and impact of each event.</li> <li>• Lead the delivery of health policy events, including events management, producing briefings for chairs and speakers, and public speaking at events.</li> <li>• Represent Policy Connect at external conferences, policy fora and events in consultation with the line manager.</li> </ul> <p><b>Policy Research</b></p>

	<ul style="list-style-type: none"> <li>• Keep up to date with health policy developments through research, monitoring, and developing relationships with stakeholders in Parliament, Whitehall, and the health sector.</li> <li>• Lead on the design and management of Policy Connect Health research and influencing projects, including scoping, proposal drafting, project budgeting, stakeholder engagement and interim reporting on progress (internal and external audiences), and organising evidence gathering roundtable events and conducting interviews.</li> <li>• Produce high quality outputs from research projects, targeting MPs, government and other policy makers.</li> <li>• Develop plans for maximising impact from policy events in Parliament, including producing short papers on the outcomes from these forums.</li> <li>• Produce timely policy interventions such as submissions to government consultations, Parliamentary select committee inquiries, and briefings to inform debates in Parliament.</li> <li>• Produce blogs and articles for Policy Connect’s website and external press.</li> </ul> <p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Manage the stakeholders of the APPG for Health and ensure the involvement of our supporters in the work of the group, including engagement tracking and proactive relationship-building</li> <li>• Manage the relationship with parliamentary stakeholders and ensure the group has engaged cross-party officers</li> <li>• Build strong ties with the existing network of stakeholders and grow this network through establishing new relationship and partners</li> </ul> <p><b>Finance &amp; Business Development</b></p> <ul style="list-style-type: none"> <li>• Grow and manage the group of organisations who fund our health policy work, in particular focus on diversifying our current sources of funding.</li> <li>• Contribute to the development of annual budgets and business plans for the Health and Accessibility team in conjunction with the team lead, Chief Executive and Chief Operating Officer.</li> <li>• Ensure that projects are managed to time and budget.</li> <li>• Work closely with the Finance Manager to ensure that membership renewals and other invoices are raised and paid promptly.</li> </ul>
<p><b>Person requirements</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent qualifications or experience.</li> <li>• Strong interest in health policy issues as well as related policy areas.</li> <li>• Strong interest in the workings of Parliament and the policy-making process.</li> <li>• An understanding of research design and methodologies.</li> <li>• Strong organisational skills.</li> <li>• Proven ability to develop and foster close working relationships with senior stakeholders, e.g. policy makers, business, academia, third sector.</li> <li>• Excellent written, oral and research skills.</li> <li>• Dynamic worker, operating effectively within a small team and willing to adapt to meet changing short and long-term objectives.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Previous experience related to healthcare policy or a relevant Masters.</li> <li>• Experience in project management, public affairs, events management, stakeholder management or policy-making environment.</li> <li>• Experience of researching and writing public policy briefings and reports to publication standard.</li> </ul>
<p><b>About Policy Connect</b></p>	<p><u>Our Mission</u> Leading the development of new policy ideas through evidence and collaboration.</p> <p><u>Who we are</u></p>

	<p>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. Our values are: inclusive, integrity, challenging and excellence.</p>
<p><b>Benefits of working for us</b></p>	<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 being focussed on Westminster and the passion of working to make a change to people's lives for the better.</p> <p>As Health Policy Manager you will be able to have great degree of influence on the shape of your policy field.</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 5% (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 and tech schemes</li> <li>6. Perk Box rewards</li> <li>7. Flexible working arrangements</li> <li>8. 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 **"Policy Manager, Health"** in the application email subject line.

Please ensure that your covering letter refers specifically to how your experience relates to the main responsibilities and person specifications listed in the job description.

Policy Connect recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled, LGBT+ and Black, Asian and Minority Ethnic (BAME) backgrounds, as BAME, LGBT+ and disabled people are currently under-represented throughout policy roles within Policy Connect.

Please contact our Head of Health and Accessibility Policy, Robert McLaren at [robert.mclaren@policyconnect.org.uk](mailto:robert.mclaren@policyconnect.org.uk) or on 07972262735 if you have any questions or would like to discuss the role or Policy Connect.

**Closing date: 16 September 2020, 23:59**

**Likely interview date: Between 23 – 30 September 2020**