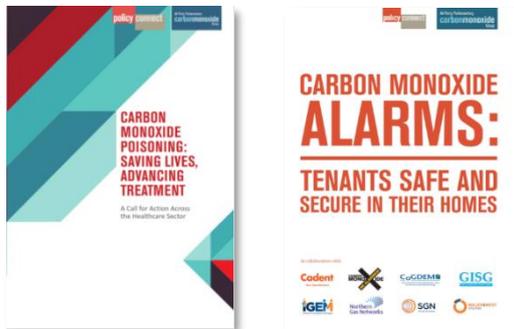


<b>Job Title</b>	<b>Policy Manager - Carbon Monoxide Safety</b>
<b>Location</b>	Borough, London
<b>Salary</b>	£28,397 - £35,619 (depending on experience)
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Job overview</b>	The Policy Manager for Carbon Monoxide Safety is responsible for: managing the policy work of the All-Party Parliamentary Carbon Monoxide Group (APPCOG); developing its events programme; engaging with its funders; raising its profile in Parliament and Government; and managing research projects.
<b>About the Parliamentary Group</b>	<p>The APPCOG exists to bring parliamentarians together to discover and promote ways of tackling carbon monoxide (CO) poisoning, which the Department of Health has identified as the most common cause of fatal poisoning in the USA and Europe. It works closely with a coalition of energy sector representatives, industry, medical professionals, researchers, campaigners, and others committed to tackling the issue of CO poisoning in the UK.</p> <p>We tackle CO poisoning in a variety of policy areas, including:</p> <ul style="list-style-type: none"> <li>• Social care;</li> <li>• Housing standards;</li> <li>• Ofgem;</li> <li>• Socioeconomic inequality;</li> <li>• Mental health; and the</li> <li>• Sharing economy.</li> </ul> 
<b>About us</b>	<p>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.</p> <p>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.</p> <p>Our work focuses on key policy areas including: health and accessibility; education &amp; skills; industry, technology &amp; innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work. Our CO work is part of our wider health and accessibility team.</p> <p>Our mission is to lead the development of new policy ideas through evidence and collaboration.</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>

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<b>Working for us</b>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. You'll work as part of a 25-person team and experience the buzz of working in Westminster to change people's lives for the better.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> <li>• Paid leave for volunteering (up to 4 days per annum)</li> <li>• Pension contributions of 6%</li> <li>• Learning and development programme (collective and individual), including the opportunity to attain professional qualifications</li> <li>• Interest-free loans for transport and tech</li> <li>• Cycle-to-work scheme</li> <li>• Flexible working arrangements</li> <li>• Employee Assistance Programme</li> <li>• Perkbox employee rewards</li> </ul>

### 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, Carbon Monoxide Safety"** 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 believe diversity of thinking is key to good policy making. 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: Monday 5th October (11:59PM)**

**Likely interview date: w/c 19<sup>th</sup> October**

<b>The role</b>	<p>This is an exciting opportunity to influence policy, work with Government and MPs, engage a variety of stakeholders, manage events, and refine your business development skills.</p> <p>You will be responsible for planning and managing the policy and events programme of the APPCOG. You will manage relationships with stakeholders including Parliamentarians, funders and supporters, medical professionals, and campaign groups. You will be required to keep abreast of political and policy developments, which you're expected to use when producing policy briefings, press releases, and evidence submissions to Parliamentary and</p>
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	Government consultations. Your role comes with autonomy to develop new ideas for policy development and campaigning.
<b>Main duties</b>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Keep up-to-date with policy developments in the housing, health and energy policy landscapes through research and regular engagement with stakeholders.</li> <li>• Plan Parliamentary events by conducting research and developing relationships with high-profile speakers such as Ministers and senior civil servants.</li> <li>• Oversee the delivery of events, which includes writing pre- and post-event policy briefings, events management, and coordinating with Parliamentary staff.</li> <li>• Manage APPCOG expert working groups and stakeholder meetings, including the medical experts group, the communications group, and the stakeholders and advisory board meetings.</li> <li>• Develop plans to maximise our policy work's impact through letters to Ministers, Parliamentary questions, social media, press releases, and meetings.</li> <li>• Draft evidence submissions to Parliamentary and Government consultations.</li> <li>• Work flexibly with colleagues across Policy Connect as needed.</li> <li>• Present our policy ideas in public speaking opportunities.</li> <li>• Manage the delivery of research reports, such as the current inquiry on CO and health and care workers.</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Maintain an active and engaged membership, representing Policy Connect externally with key contacts within member organisations.</li> <li>• Work with the Senior Management Team to manage membership and generate sponsorship for projects and events.</li> <li>• Identify and seek out new opportunities for membership and sponsorship from a wide variety of industry, academia, and third sector stakeholders</li> </ul>
	<p><b>Communication</b></p> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Maintain close, regular contact with all key stakeholders, including Parliamentarians and associate members.</li> <li>• Key outputs/channels you will be responsible for include: <ul style="list-style-type: none"> <li>○ APPCOG's website</li> <li>○ APPCOG's monthly newsletter</li> <li>○ Policy briefings and event summaries</li> <li>○ Social media</li> <li>○ Press releases</li> </ul> </li> </ul> <p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Lead on the internal communication of Policy Connect's CO safety work, including weekly reports to the senior management team about the APPCOG's activities.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Lead on the sourcing of new funding for Parliamentary inquiries and events.</li> <li>• Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive and Chief Operating Officer.</li> <li>• Ensure that projects are managed to time and budget.</li> <li>• Assist the Finance Manager to ensure that membership renewals and other invoices are raised and paid promptly.</li> </ul>

<b>Competency requirements</b>	<p><b>Essential</b></p> <p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> <li>• An interest in parliamentary processes and policy-making.</li> </ul> <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> <li>• Proven ability to develop and foster effective working relationships with senior stakeholders in both policy and business.</li> <li>• Experience carrying out research aimed at making an impact on policymakers and/or other decision-makers.</li> <li>• Excellent written and oral communication skills.</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• Capable of managing competing aims and interests of different stakeholders.</li> <li>• Willingness to work with an array of different political parties.</li> <li>• Resilient 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><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in delivering presentations and experience in public speaking.</li> <li>• Experience in related to public policy, public affairs, or events management.</li> <li>• Previous employment related to energy, housing and/or health policy.</li> </ul>
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