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| Job Title | Content Manager & Communications Coordinator, Policy Connect |
| Location | Borough, London (currently remote working) |
| Salary | Up to 30,000 (depending on experience) |
| Hours | Full-time/part-time/job share |
| Contract type | Fixed-term for 9 months |
| Job overview | <p>Do you get a sense of satisfaction from seeing website traffic increase and newsletter opening rates go up? Do you enjoy coordinating media and comms work across teams and seeing senior policy staff cited in the press? Do you like to help individuals use their networks to extend their blog and twitter reach?</p> <p>Policy Connect is a cross-party think tank leading the development of new public policy ideas through cutting-edge research and evidence, and collaboration with parliamentarians, business, academia and civil society. We are looking for a proactive content manager and comms coordinator to help us raise the profile of our policy thinking, digitally and on-line and through engaging media experts on specific campaigns. You will understand how to exploit digital and social media, and be comfortable working with the media teams of key stakeholders and our media consultants You will have a good eye on how to present Policy Connect's website and digital media content, and be an excellent editor with immaculate grammar, spelling and content style. You will have a good understanding of design and branding; and be able to work effectively with designers and printers.</p> <p>Being a social enterprise, we will expect you to be passionate about the public policy areas covered by Policy Connect: education and skills, sustainability, health, design and innovation, technology, manufacturing and innovation.</p> |
| About us | <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, 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; education & skills; industry, technology & innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work.</p> <p>Our mission is to lead the development of new policy ideas through evidence and collaboration.</p> |
| Benefits of working for us | <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 – albeit through on-line events at present - and the passion of working to make a change to people's lives for the better.</p> <p>Our staff benefits include:</p> <ol style="list-style-type: none"> 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. Perk Box employee rewards scheme 8. Employee Assistance Programme |

How to apply

Please read the job description and candidate specification below, and supply **your CV of no more than two A4 pages**, a **covering letter of no more than one A4 pages** and a **completed equal opportunities monitoring form** via the Policy Connect applicant portal at <https://apply.talentvine.co.uk/vacancy/preview?id=42215>.

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.

If you wish to discuss the position please contact jonathan.shaw@policyconnect.org.uk to arrange a call.

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Closing date: 21 February 2021, 23.59

Likely interview date: During the week commencing 1 March 2021

Start date: as soon as possible

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| A. Main duties | <p>You will report directly to the Chief Executive, and work with the Business Adviser. You will work with our media consultants and support the Policy Heads of each of our policy teams including through providing a forward comms grid at their monthly policy and planning meetings. You will have the following key responsibilities:</p> <p>1. Press and Media including new media</p> <ul style="list-style-type: none"> • Develop, maintain and coordinate a forward comms grid (6-8 weeks ahead) to help policy teams to plan their events and media work; • Alongside our media consultants engage proactively with policy and research staff across Policy Connect to support the development of media strategies and campaigns; • With our media consultant work with our policy managers to prepare them to be spokespersons for our policy ideas; • Maintain an up to date press database, contacts book and clippings log; <p>2. Digital & social media</p> <ul style="list-style-type: none"> • Provide overall brand consistency and support the policy teams to create visually interesting content; • Update and refresh Policy Connect's website; • Provide editorial support for policy managers, ensuring their social media posts, newsletters, blogs and website content is immaculate in terms of feel and grammar; <p>3. Branding</p> <ul style="list-style-type: none"> • Acting as brand and style guardian in accordance with Policy Connect's brand guidelines, maintain brand consistency, including publications, digital materials, social media and more. <p>4. Publications</p> <ul style="list-style-type: none"> • Advising on the flow and structure of Policy Connect reports to ensure they are visually arresting and key messages reach their target audiences; • Lead responsibility for managing and advising external contractors on the design and print of all reports produced by Policy Connect teams; <p>5. Procurement and external suppliers</p> <ul style="list-style-type: none"> • Responsibility for owning and managing relationships with external service providers, including design agency, website hosting agency, printers, PR Newswire, DeHavilland Monitoring and more. |
| B. Person requirements | <ul style="list-style-type: none"> • Understanding of style and content management to ensure high quality products both digital and non-digital; • Fluent communicator both oral and written; • Ability to adapt style of communication to different audiences and channels; • Confident with senior stakeholders, knowing how to influence and motivate. |