



JOB DESCRIPTION

Job title:	Policy Assistant
Responsible to:	Head of Policy
Conditions of service:	<ul style="list-style-type: none">• 35 hours per week• 25 days annual leave per annum• Public holidays• Permanent contract• 5% non-contributory pension• Flexitime• Interest-free public transport season ticket or bicycle loan• Enhanced maternity and maternity support/paternity leave and pay• Salary point increases to NJC point 21
Salary:	£20,460 (inclusive of inner London weighting)

The Policy Assistant will assume responsibility for:

1. Policy Team administration

- Organise regular Policy team meetings and meetings with other teams, bring relevant papers/events/information to meetings, take notes in meetings and circulate afterwards.
- Ensure that Policy team contacts are up to date., including government, funders, third sector and other relevant contacts.
- Administrative support for working groups attended by the Policy team. Send reminders and papers for meetings, take notes in meetings and disseminate with relevant papers afterwards.

- Represent the Policy team on internal working groups where appropriate e.g. Events Committee.
- Take and process Policy team enquiries and forward to the appropriate person or team to deal with, including contacts to the why women? campaign.
- Provide administrative support to the why women? campaign. Send out resources and liaise with supporters.

1. Event organisation

- Organise speakers, venues, refreshments, equipment. Events include trainings, research launches, consultations and seminars across England.
- Disseminate event publicity.
- Take and process enquiries and bookings.
- Liaise with external trainers and speakers

2. Publications

- Assist the Policy Officers and Head of Policy in the development of publications.
- Disseminate Policy team publications to the relevant organisations and individuals.
- Organise Policy team contributions to internal WRC publications.

3. Monitoring and evaluation

- Ensure that all Policy team monitoring and evaluation data is collected and inputted into the database.
- Generate quarterly statistical reports on outputs and outcomes from the database for Policy Officers and Head of Policy.

5. Research

- Assist the Policy Officers and Head of Policy with research.
- Set up and disseminate on-line and electronic surveys.
- Input research data into database.

6. General

- Participate in the strategic planning of WRC's activities and services and the development of the organisation in general, including participation in weekly and ad hoc staff and team meetings and Management Committee meetings, for which time off in lieu will be given if outside of work hours.

- Contribute information and relevant articles to the WRC newsletter, e-news and website and other organisations' publications.
- Represent WRC in external networks and forums appropriate to the role.
- Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation, to be negotiated by the postholder, line manager and Management Committee.
- Observe all organisational policies whilst in the employment of WRC.
- Undertake training and learning opportunities to ensure good performance in duties connected to this role.
- Provide temporary cover for other staff in cases such as annual leave and sickness.
- Work in partnership with other WRC staff and representatives of other organisations in developing and/or delivering activities.
- Any other tasks which are commensurate with the post and which reflect the needs of the organisation.
- Where agreed with the Head of Policy, travel outside of London to participate in events, meetings, training etc., which may include overnight stays.
- Work occasional evenings or weekends, for which time off will be given in lieu.



PERSON SPECIFICATION

*Your application should give clear examples of your experience, knowledge and skills and abilities gained in both paid and/or unpaid (volunteer) work for **each** of the Person Specification criteria.*

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ESSENTIAL CRITERIA

Experience:

1. Experience of organising events and meetings
2. At least two years experience of using internet search engines to gather information for research purposes
3. Experience of responding to enquiries from a range of individuals and/or groups
4. Experience of producing well written, clear and concise information

Knowledge:

5. Understanding of the current issues facing third sector organisations working for and with women, particularly projects for lesbians and Black and minority ethnic, refugee and disabled women

Skills and abilities:

6. Excellent organisational and administrative skills including record keeping, minute taking and data management
7. Ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings
8. Ability to work flexibly and to tight deadlines
9. Excellent keyboard skills and experience of using internet search engines and Microsoft Office with at least an intermediate level of competence in the use of Word, Excel, Outlook

10. Commitment to upholding the values, policies and procedures of the Women's Resource Centre and in particular, a commitment to equality of opportunity

11. Willingness to work the occasional weekend or evening

DESIRABLE CRITERIA

12. A minimum of five GCSE passes or equivalent