



JOB DESCRIPTION - Policy and Communications Assistant

JOB TITLE	Policy and Communications Assistant
LOCATION	Remote
HOURS	Part-time: 21 hours per week
CONTRACT	One year
REPORTS TO	Policy and Communications Lead
SALARY	£30,000 pro rata
PROBATIONARY PERIOD	3 months

We are seeking to employ a **Policy and Communications Assistant** to work with our Policy and Communications Lead to support the day-to-day administration of Adfam's work, our social media output and contribute to all aspects of Adfam's policy and good-practice initiatives and lead some discrete projects.

This is a stimulating and demanding role which offers variety and opportunities for exposure to a wide range of stakeholders and partners, including parliamentary, media and representatives from the children, families, and drugs/alcohol sectors.

It is ideal for someone looking to enter the voluntary sector and gain experience of a national charity. The post-holder will have good communication skills, be adept in managing the priorities of a busy working environment, willing to learn, and have a commitment to supporting and empowering some of our most vulnerable citizens.

Main Responsibilities

Administration

- Work with the Chief Executive and Policy & Communications Lead to support Adfam's policy and communications work through administrative tasks.
- Support Adfam's Policy and Communications Lead in the day-to-day work.
- Organise and coordinate Adfam's online forum events, training, professional networks and other meetings such as its Lived Experience Group.
- Respond to queries in Adfam's email inbox.
- Keep accurate records of stakeholders, key partners, family members and funders.

Policy and research

- Contribute to a range of research tasks, including surveys, interviews analyses and focus groups.
- Contribute to the work of policy groups Adfam is involved with alongside partner organisations, including Collective Voice and the Alcohol and Families Alliance.
- Contribute to policy papers, briefings, reports and responses to consultations.

Communications

- Produce content for and manage Adfam's social media channels.
- Coordinate the development and dissemination of Adfam's newsletter and email communications with supporters and partners.
- Develop flyers and promotional materials for Adfam's support services.
- Support with writing articles and creating content for Blog pieces for the Adfam website and other news outlets.
- Liaise with journalists and media contacts to develop press coverage relating to families and substance use.
- Update and produce content for the Adfam website.

General

- Represent Adfam externally at meetings and seminars.
- Abide by Adfam's key values, principles, and policies.
- Attend and make use of supervision and training opportunities.
- Participate in Adfam groups and teamwork opportunities.

Person specification

The successful candidate will show commitment to Adfam's policies of equal opportunities and access and be willing to occasionally travel, work outside core hours and stay overnight.

Essential

1. Educated to degree level or equivalent
2. Experience of working in policy, research or communications role
3. Ability to prioritise, organise and deliver a multi-stranded programme of work
4. Ability to communicate clearly using good interpersonal skills
5. Ability to write skilfully and clearly, articulating complex material
6. Ability to proactively build knowledge of the drug/alcohol and families sectors and policy
7. Ability to work closely on resource development, with good attention to detail
8. Ability to work sensitively with vulnerable people such as family members affected by substance use
9. Ability to build relationships with a wide range of people, audiences, and organisations
10. Ability to work flexibly
11. Ability to organise meetings and events

12. Ability to use standard package of IT products and social media
13. Enthusiastic team player, with a 'can-do' attitude and commitment to reflective practice
14. Commitment to Adfam's policies of equal opportunities and access
15. Commitment to personal learning and development opportunities

Desirable

16. Knowledge, and experience, of the drug/alcohol or family/parenting sectors and policy
17. Knowledge, and experience, of voluntary and/or national organisations and the environment in which they operate
18. Experience of supporting or conducting research or consultation.

Terms

The salary for the post is £30,000 pro rata. The contract will be for one year.

This is a part-time post, based remotely for 21 hours per week. Leave entitlement is 15 days annual leave plus bank holidays.

How to apply

Please send a CV and a supporting statement of no more than one side of A4 and submit to admin@adfam.org.uk by 9am on Monday 16th November 2026.