



# Association of Anaesthetists

Great Britain & Ireland

**Job title: Policy and Press Assistant**

**Responsible for: this role has no line management responsibilities.**

**Responsible to: Head of Public Affairs and Policy**

**Key relationships: Officers, Press, Government Departments, health stakeholders**

**Salary range: Grade A; c. £30k Fixed term contract for 24 months**

The Association of Anaesthetists is a membership organisation for Anaesthetists with over 10,000 members. Our mission is to safeguard patients by educating, supporting, and inspiring every anaesthetist throughout their career, enabling them to provide the best care in every healthcare setting. Our four strategic priorities are Patient Care and Safety, Education and Research, Advocacy and Support, and Innovation and Growth.

Our values are embedded in everything we do. We are:

- **Committed:** We are a respected and independent organisation, committed to speaking up and speaking out on behalf of our members and the anaesthesia community.
- **Trusted:** For over 90 years, we have helped to set standards, share knowledge, and support thousands of people in a vital profession. Our expertise matters to our members and globally.
- **Innovative:** We look forward, not back. We care about the future of anaesthesia and actively help shape its future on behalf of our members by listening, responding, and innovating.
- **Connected:** We are a dynamic, diverse, and inclusive community. We exist because of, and on behalf of, our members.

## **Job purpose:**

The Policy and Press Assistant is responsible for providing administrative and assistant level support for the Policy and Advocacy team. You will be the first port of call for the team, and field enquiries from colleagues, politicians and other organisations. Alongside this, you will carry out tasks across a range of policy issues and play a part in the Association's external-facing campaigns to improve services and support for anaesthetists, in accordance with our strategic plan.

The role sits in our Policy and Advocacy Team and reports to and supports the Head of Public Affairs and Policy, and assists the Public Affairs and Policy Officer, where necessary. Internally, you may work alongside other teams in the organisation. Externally, you may liaise with a wide range of stakeholders, such as Royal Colleges, national and local NHS bodies, politicians, and Ministers and Civil Servants in relevant Government departments.

This role is based at our head office at 21 Portland Place, London. We offer a hybrid working arrangement with a minimum of 2 days in the office per week.



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## **Key responsibilities:**

### **Public Affairs**

- Help the organisation with developing its external voice by assisting the team in responding to policy developments and press opportunities.
- Monitor relevant parliamentary business and produce short summaries of events where appropriate.
- Lead on the organisation of meetings, external events and conference attendance for the team, other colleagues, and Board members where appropriate.
- Assist the Head of Public Affairs and Policy and the Public Affairs and Policy Officer in the development and maintenance of our stakeholder maps and spreadsheets
- Engage with and support the role of relevant internal boards and committees, providing reports, updates, papers and information for meetings and reports.
- Support the team to produce responses to consultations and policy developments, follow up on finalised responses and take forward related actions.
- Assist the Head of Public Affairs and Policy and the Public Affairs and Policy Officer to ensure that our policy and influencing work speaks to members' needs
- Help ensure that members are engaged with and have a sense of ownership over our policy and influencing work.
- Work closely with cross-departmental colleagues to ensure that policy influencing work is closely integrated with, and actively supports, other team activities and organisational objectives and priorities as well as key external partners.

### **Press and media**

- Find opportunities to promote the policy, advocacy and campaigns work of the Association in the press/media.
- Assist with the production of statements, latest news updates and contributions to the organisation's publications that promote policy, advocacy and campaigns work.
- Produce latest news updates and press releases when required.
- Update social media accounts with policy announcements and make sure accounts are following the correct people
- Work closely with the Digital Marketing and Communications Team to support the Association's communications work
- Provide press/media support for other parts of the Association when required

### **Operational management**

- Undertake any other reasonable activities as requested by the Head of Public Affairs and Policy, relevant Director or Chief Executive and deputise for team members, where appropriate and required
- Maintain and improve your own competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Support and promote the Association's commitment to diversity and equality of opportunity in the workplace.



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This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role.

## Person specification

| Skills, knowledge and experience                                                                                                                                     |                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Essential                                                                                                                                                            | Desirable                                                                                                     |
| Educated to degree level or equivalent (e.g. relevant professional qualifications and/or vocational training).                                                       | Experience of writing policy statements, briefings and press releases.                                        |
| Excellent oral communication skills and written communications skills, with particular emphasis on attention to detail (spelling and grammar).                       | An understanding of current policy issues affecting the health sector.                                        |
| Strong time management skills including an ability to manage competing requests and an ability to prioritise.                                                        | Experience of working in a membership organisation.                                                           |
| Ability to develop and maintain effective relationships with a wide range of people including staff, Board, Council, members, stakeholders from other organisations. | Experience of working in a political environment.                                                             |
| Resourceful, flexible, and creative, with a proven ability to solve problems and work well under pressure.                                                           | Strategic thinking and interest in contributing to innovation and change.                                     |
|                                                                                                                                                                      | Digital copywriting skills and experience of writing for web or social media, and content management systems. |

To apply for [the role](#) please send your CV and a supporting statement of not more than two pages covering how you meet the person specification. Please include the title of the role you are applying for in the subject line and send it to [recruitment@anaesthetists.org](mailto:recruitment@anaesthetists.org) by Friday 9<sup>th</sup> October