



Public Affairs Assistant Volunteer – role description

What will I be doing? You will be supporting JDRF's Public Affairs team by offering administrative support and conducting research. The public affairs team builds relationships with professional stakeholders to explain organisational policies and views on issues affecting those with type 1 diabetes. They also analyse government policy and look for ways of influencing legislation.

Suggested activities include:

- Analysing and managing data
- Parliamentary and political research
- Highlighting key points and messages to relevant members of staff
- Summarising debates when required
- Other support for the wider team as needed

How will this benefit JDRF? Your support will help flag potential lobbying opportunities and raise the profile of JDRF. As a result, you will be helping to improve the lives of people living with type 1 and supporting our mission to discover better treatments, expand access and work towards a future free from type 1 diabetes.

How will this benefit me? This role provides a unique and sought after opportunity to work within the charity sector in the area of public affairs. It will give you the chance to:

- Develop new, or utilise existing, skills in summarising debates, analysing and managing data
- Gain valuable insight and experience in public affairs in the third sector
- Increase knowledge of parliamentary and political research
- Develop the role
- Improve skills in collaborating with other teams by highlighting key points and messages to relevant members of staff

When do you need me? Minimum 7 hours a week, starting as soon as possible. Hours will be discussed at interview.

Where is this role based? JDRF Head Office in Islington, London, with the possibility of home working.

What training will I receive? You'll receive full training in parliamentary monitoring and general public affairs, with full support from the team.

What are my goals? Keep up to date with parliamentary monitoring, flag suitable opportunities for political engagement, identify key messages from debates and keep the team updated and informed.

What skills and attributes do I need?

- Research experience
- An interest in and basic knowledge of the UK political system
- Good communication skills
- IT skills
- Methodical, organised and accurate attention to detail

What support is available to me? You will have a name staff contact based in the office who will lead your training in public affairs and provide ongoing support. You'll have regular check-ins with them about your role, and the Volunteer Team will also be available to you for any support outside of the day-to-day activities of your role.

Sounds great! How do I get involved? If you're interested in applying, you'll need to send us your CV and a covering letter highlighting your experience and knowledge of the specific skills required. Once we receive this, those shortlisted for the role will be invited for an interview, which we give us the opportunity to ask you a couple of questions and also give you the opportunity to ask us questions too. We want to make sure that this is the right role for you and that you'll be happy providing this support.

Interested in applying or have any questions? Please contact our Volunteer Team at: volunteering@jdrf.org.uk