

Job Description

Job Title: Policy and Public Affairs Assistant

Reports to: Policy and Public Affairs Manager

Location: London Hybrid or Home Based (with ability to travel to London easily)

Contract Type: Part time, 0.5 FTE, 2 years fixed term

Job Purpose

This post forms a key element in supporting our influencing and campaigns work at a national level. As Public Affairs Assistant you will support the Speech, Language and Communication Alliance a group of organisations who have come together to influence key decision makers at a national level in support of children and young people with speech and language challenges.

Working with the Public Affairs Manager, Director of Policy and Evidence and the Policy and Campaigns Team you will help raise awareness and understanding of the impact that challenges with talking and understanding words can have on a child and young person's life. Helping us to utilise these insights in Westminster and Whitehall to influencing policy and achieve real change for 1.9 million children and their families.

The post-holder will provide the administrative support to the Speech, Language and Communication Alliance playing a key role in support the charity to foster stronger relationships with key partners helping them to shine a spotlight on the experiences of children struggling with speech and language and the policy solutions that can help.

Job Responsibilities

Accountable to the Public Affairs Manager, the post-holder is responsible for:

- Providing administrative support to the Speech, Language and Communication Alliance, including but not limited to:
 - Maintaining a record of membership, contact details and payments
 - Arranging meeting dates, agendas and taking notes at meetings
 - Managing online meetings, including setting up zoom bookings, managing the meeting room and facilitating break-out room discussions
 - Supporting liaison between the chair/s of the Alliance and the Public Affairs team
 - Act as first point of contact for enquiries from Alliance members
- Support the Public Affairs Manager in dissemination of briefings and correspondence with parliamentarians and civil servants, including setting up meetings

- Attend meetings as required, both in person and online to facilitate record keeping and liaison
- Maintain the Microsoft Team and SharePoint sites so that documents and notes are securely stored and accessible and version control is maintained
- Develop and maintain links with colleagues in the Policy and Evidence directorate and provide support as required.

Organisational Responsibilities

- Covering for your colleagues, as and when required, where needed.
- Promoting collaborative working relationships and effective communication.
- Promoting Speech and Language UK's mission, vision and values in all aspects of your work.
- Abiding by all Speech and Language UK policies and procedures
- Attend and contribute to appropriate staff meetings and training.
- Adhere to all relevant health and safety protocols as they apply in the course of the work.
- Ensure that all policies and procedures relating to the protection of children and in any services visited or worked within are followed at all times.
- Avoid any behaviour that discriminates against your fellow colleagues or potential employees.
- Safeguard at all times confidentiality of information relating to children, staff and the partners' work.

This list of duties and responsibilities is not exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

Person Specification

Public Affairs Assistant

	ESSENTIAL	DESIRABLE
Experience	<ol style="list-style-type: none">1. Previous office/administrative experience (paid or unpaid)2. Previous experience of using excel for financial and or data management3. Experience of using Microsoft Office products, including Word, Excel, PowerPoint and Outlook4. Experience of online communications and meetings	Experience with remote working tools such as zoom, Teams and Eventbrite
Skills	<ol style="list-style-type: none">1. Ability to take minutes in meetings2. Excellent interpersonal skills to develop stakeholder relationships3. Excellent communication skills both verbal and written4. Good organisational and prioritising skills and desire to deliver excellent work	Ability to work remotely Skills in using SharePoint Skills in using CRM systems
Other factors	<ol style="list-style-type: none">5. Committed to the overall aims of the charity6. A flexible, positive attitude to performing a variety of duties7. Willing to develop/learn in the role and fit to undertake the duties of the post8. Commitment to safeguarding and promoting the welfare of children and young people	