

**Role Description**

**Post:** Parliamentary and Policy Officer- Sickle Cell and Thalassaemia All Party Parliamentary Group (SCT APPG)

**Location:** 54 Station Road London NW10 4UA (SCS Head Office) but working from home until COVID-19 restrictions allow

**Accountable to (Line Manager):** Chief Executive of Sickle Cell Society

**Manages:** Volunteer

**Salary:** £33,333 per annum for 3 days a week (£20,000 pro rata)

**Hours:** 21 hrs per week

**Main Responsibility**

* To be responsible for planning and executing efficient secretariat services for the Sickle Cell and Thalassaemia All Party Parliamentary Group (SCTAPPG) including its Annual General Meeting
* To research, analyse and monitor policy developments in all areas relevant to SCS

**Summary of Role**

* To manage SCTAPPG secretariat services
* Organise and execute four SCTAPPG meetings a year, plus one Annual General Meeting
* To communicate SCTAPPG activity to politicians, stakeholders, Sickle Cell Society (SCS) and other interested parties
* To influence, build and manage effective relationships
* To maintain records/minutes.
* To maximise opportunities for influence and develop policy positions for the SCS

**Reporting Structure**

* The post holder will report directly to the CEO of the SCS and will work across the Society with its staff and trustees.
* It is expected that the post holder will also work closely with the Chair of the SCTAPPG, her office, with MPs, Peers, Ministers and Civil Servants

**Policy**

* Develop evidence based policy solutions and positions
* Lead policy projects including commissioning research and producing reports
* Respond to key consultations

**APPG Secretariat Services**

* Organisation and execution (booking, securing speakers, writing agenda and chair’s brief) of SCTAPPG meetings in Parliament and/or Regional meetings
* Developing a work program which is designed to tackle a spcific policy area which affects the sickle cell and thalasaemia community.
* Organisation and execution of SCTAPPG AGM
* Coordination of MPs and stakeholders including SCS
* Ad-hoc meetings/calls with Chair and other Parliamentary members to set agenda and direction
* Ad-hoc meetings/calls with SCS and and other patient groups to seek their input
* Execution of follow-up activities from meetings, including writing minutes and drafting official correspondence
* Ensuring compliance with House of Commons Committee on Standards Report on APPGs proposed revised Parliamentary rules for APPGs
* Administration of the APPG (maintaining mail lists, register, membership, correspondence)
* Undertaking desk research to monitor relevant SCD/Thalassaemia developments and to keep members and SCS/UKTS updated

**Services relating to Events**

* Secure parliamentary room and host, and similarly for non-parliamentary events
* Liaise with parliamentary events and banqueting office throughout planning process
* Formulate invitation list, patient groups/individual patients/families, APPG Members of Parliament , other targeted MPs and other stakeholders
* Prepare and send out invitations plus chase invitees
* Draft template letter of invitation for patient groups/individual patients/families
* Prepare stakeholder biographies and briefings
* Assist with SCTAPPG on-the-day logistics
* Follow-up activities – letters, briefings, meetings
* Coordination of press activity off the back of the event, with communications leads at SCS
* Moving Sickle Cell and Thalassaemia further up the political agenda, to stimulate positive awareness and change.
* Securing greater involvement of patients and families and other stakeholders e.g. clinicians and organisations in the work of the SCTAPPG
* Work closely with the Chair of the SCTAPPG, Rt Hon Pat McFadden MP and his office, with MPs, Peers, Ministers and Civil Servants
* Arrange meetings/call with Chair and other Parliamentary members to set agenda and direction for the year
* Setting up the Administration of the APPG (mailing lists, register, membership, correspondence etc.)
* Ensuring annual compliance with House of Commons Committee on Standards Report on APPGs proposed revised Parliamentary rules for APPGs

**Person Specification**

**Essentia**l**:**

1. A relevant degree or post graduate qualification
2. Experience of working in parliament and good knowledge of parliamentary processes
3. Ability to assimilate and understand complex information and issues, including legislation and other policy documents and research findings
4. Ability to communicate information and issues well, to people at all levels, face to face, by telephone and in writing
5. Excellent diplomatic, networking and persuasion skills, including consensus building skills.
6. Excellent presentation skills: ability to think clearly and deliver a presentation or key points credibly, fluently and effectively
7. Basic IT skills and good knowledge of social media
8. Excellent interpersonal skills

**Desirable:**

1. Experience of working with people at all levels, including MPs, government Ministers, their staff and officials
2. Experience of managing and maintaining websites
3. Experience of working with the Charity sector
4. Knowledge and understanding of sickle cell disorder and thalassaemia