

## **POLICY INTERN JOB DESCRIPTION**

**Job Title:** Policy Intern

**Reporting to:** Senior Policy Officer

**Location:** Currently working from home with the option to work in the office

**Contract:** Full time, 3 months initially, with possibility of becoming permanent

**Salary range:** London Living Wage

ASH is a small but influential healthy charity with an excellent reputation for research, policy advice and campaigning, known for its ability to react quickly to changing circumstances. ASH prioritises policy impact as a key success measure and leverages support across the public health community. Working at ASH is demanding and requires creativity, determination, humour, intelligence, and a positive attitude.

### **Overall objectives for the post**

1. To support ASH's policy work
2. To communicate ASH's message with clarity and impact
3. To work closely with partners to meet ASH's objectives

### **Specific duties of the post holder**

1. Contribute to the development and implementation of ASH's policy programme and to otherwise support priority work as required.
2. Support responses to consultations in collaboration with ASH staff and external partners as appropriate.
3. Work with the Senior Policy Officer to support ASH's work supporting and influencing local government.
4. Work with Senior Policy Officer to maintain and develop the Local Toolkit and communications with local government.
5. Work with the Senior Policy Officer to support ASH's work addressing smoking-related health inequalities.
6. Engage with stakeholders to support ASH's objectives with particular reference to the Smokefree Action Coalition and the Smokefree Councillor Network.
7. Maintain and develop administrative systems and procedures necessary to support communication across ASH's stakeholders and partners.
8. Maintain and develop the ASH and Smokefree Action Coalition websites, in collaboration with ASH staff.
9. Keep up to date with policy and political developments and develop expertise as required. Share knowledge, expertise and information and ensure that ASH maintains its reputation as a source of accurate and reliable information.
10. Work closely with the Policy Lead/Senior Policy Officer, contributing to projects, supporting the role and deputising where appropriate.
11. Write to publication standard and maintain communication materials in conjunction with relevant staff.

12. Conduct aspects of research needed.
13. Organise external events including webinars, parliamentary receptions, meetings and conferences.
14. Report as required on work progress.
15. Complete any other duties appropriate to the role as required.

### **Person specification**

ASH's work covers a wide range of topics. We do not therefore specify any particular academic background or training. Rather than having existing in-depth knowledge that you will rely on, you will be able to master and quickly move between a variety of briefs, getting on top of any subject in sufficient depth to be an effective advocate.

### **Core skills and experience**

1. An understanding of how to generate public interest through communicating complex issues with clarity.
2. Strong critical analysis and the ability to interrogate a variety of research findings, from policy reports to academic studies.
3. Experience of maintaining good working relationships with contacts in organisations other than your own and ability to manage networks of organisations and individuals.
4. Strong ability to manage multiple and conflicting priorities, manage and report on projects effectively and identify and act on priorities independently.
5. Excellent written and verbal communication skills and ability to communicate complicated messages authoritatively and clearly, to different audiences.
6. Ability to quickly acquire knowledge and produce work within a short timescale.
7. Ability to identify new and creative solutions to problems.
8. A practical understanding of how some or all of the following areas: national government, local government, parliament and the NHS, work.
9. Strong organisational and administrative skills.
10. Good computer skills including word processing and basic database management.
11. Knowledge of electronic media, and ability to use the internet effectively for research and campaigning purposes.
12. A confident and helpful telephone manner.
13. Enthusiasm for, and commitment to, the aims and objectives of ASH.