

POLICY INTERN JOB DESCRIPTION

Job Title: Policy Intern

Reporting to: Senior Policy and Public Affairs Officer

Location: Currently working from home – office in Vauxhall, London

Contract: Full time, 6 months initially, with possibility of becoming permanent

Salary range: London living wage - £22,555 per year

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. Support the delivery of a series of online events on the tobacco elements of the NHS Long Term Plan.
2. Contribute to ASH's work to support and influence NHS and local government activity to address smoking.
3. Holding responsibility for managing and expanding the reach of the ASH Information Networks. This includes disseminating monthly updates, identifying relevant information for the networks, and engaging with subscribers and stakeholders.
4. Disseminating to other ASH mailing lists as required.
5. Contribute to the development and implementation of ASH's policy programme and to otherwise support priority work as required.
6. Drafting and reviewing factsheets, consultations, and other publications as required.
7. Organise external events including webinars, parliamentary receptions, meetings and conferences.
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. Manage various ASH subscriptions (Mailchimp, DeHavilland, academic journals etc.) and liaise with the Business Manager.

11. Drafting ASH Daily News – ASH’s popular daily newsletter summing up tobacco-related media stories.
12. Carry out desk research (grey literature, academic studies), basic Excel analysis, and support with other research tasks as required.
13. Work closely with the policy team to support the development of resources and publications.
14. Write to publication standard and maintain communication materials in conjunction with relevant staff.
15. Complete 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 IT 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.