

JOB DESCRIPTION

Title	Policy & Public Affairs Assistant
Grade	8-12
Department	Policy
Reports to	Head of Policy & Public Affairs
Date	September 2024

JOB PURPOSE

To support the work of the Policy section in researching, analysing, and drafting policy documents, reports, briefings, and government consultation responses. Working closely with key internal and external stakeholders to influence government policy at all levels and shape the future of work in the performing arts and entertainment industry. The post also provides some administrative support to the team and assists in organising events

MAIN DUTIES

1. To assist with researching and analysing policy developments in areas affecting Equity members, including employment rights, equalities, and the performing arts & entertainment industry.
2. To assist in the production of high-quality reports, briefings that align with the union's objectives and mission.
3. To lead on all government consultation responses, as directed by the Head of Policy & Public Affairs.
4. Collaborate with colleagues in Industrial, Communications, and Campaign teams to provide research and policy input for Equity's campaigns on key industrial issues and bargaining negotiations.
5. Track and monitor relevant political and legislative developments, including parliamentary debates, committee reports, and regulatory changes, keeping the policy team informed.
6. Maintain and build relationships with government departments, parliamentary bodies, industry stakeholders, and other relevant organisations to promote and advance Equity's demands.
7. To organise parliamentary, Trade Union body, local government and industry related events and conferences.
8. Engage with Equity members on policy issues, including helping to organise events and meetings, and gathering feedback to inform policy development.

9. To assist in advising members on specific claims and queries relating to agency contracts.
10. To provide general administrative support to the policy team.

GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's email. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There may be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act 2018 and GDPR.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

PERSON SPECIFICATION

1. Commitment to the work of Trade Unions and Equity's Vision, Mission and Values.
2. A degree in public policy, politics, law, social sciences, or a related field, or equivalent relevant experience.
3. Strong research and analytical skills, with experience in policy research or a related area, preferably in trade unions, public affairs, or the creative industries.
4. Experience in quantitative research projects, and ability to analyse and present large datasets.
5. Excellent written and verbal communication skills, with the ability to draft clear, concise, and persuasive policy documents and reports.
6. A good understanding of the UK political system, parliamentary processes, and key issues affecting Equity members.
7. High levels of accuracy and attention to detail in handling complex information.
8. A collaborative mindset, with the ability to work effectively with colleagues across the organisation.
9. Experience in organising events, public meetings, or advocacy campaigns.
10. Computer literate with full understanding of Microsoft Office 365.
11. Able to draw up own correspondence, build and maintain filing systems and undertake all routine office duties.
12. Demonstrate ability to service committees or other structures, including taking effective minutes and drawing up agendas.
13. Able to work as part of a team with internal and external stakeholders