

**Policy and Voice Manager, Part Time (0.5 FTE)**

**Salary c.£35,000 pro-rata, depending on experience**

**About EngineeringUK**

EngineeringUK is a not-for-profit organisation that works to inspire tomorrow’s engineers and increase the talent pipeline into engineering through educational initiatives. We run two national educational programmes:

* The Big Bang UK Young Scientists & Engineers Fairs
* Tomorrow’s Engineers, a programme of coordinated schools outreach and careers inspiration which seeks to create the next generation of engineers.

These initiatives are underpinned by evaluation activities to assess the impact of their effectiveness, as well as wider research concerning the skills supply and demand in the engineering sector.

**About this role**

EngineeringUK is embarking on an exciting new strategic plan, with one on the three core elements of that plan to become the recognised, trusted voice and thought leader by government, employers and professional institutions on the engineering labour market, talent pipeline and best approaches to engage young people.

Reporting to the Head of Public Affairs and Senior Research Analyst, you will work to raise the profile of EngineeringUK with politicians, policy-makers and other political stakeholders, and ensure that EngineeringUK’s research is complemented by and used to inform the external policy environment.

This will mean providing support across a range of activities and working with colleagues across EngineeringUK and our partner organisations. You will develop policy positions grounded in the best evidence from EngineeringUK’s primary research and programmes and from our stakeholders. You will take forward EngineeringUK’s stakeholder mapping, helping the organisation to be as strategic as possible and work collaboratively across the engineering and education sectors and beyond. A key part of this role will be to develop outputs that will enable the whole sector to raise the profile of engineering and secure the next generation of engineers, including a policy library to share intelligence across the community.

The role will be based at the EngineeringUK offices in Woolgate Exchange, Basinghall Street, London, EC2 and is likely to involve occasional travel, including attendance at The Big Bang Fair in March.

**Role profile**

* To support the Head of Public Affairs in building and maintaining a wide range of relationships with key influencers, including MPs and civil servants
* To work closely with the Research team to help develop EngineeringUK as a recognised and trusted voice, and identify and develop areas of thought leadership which EngineeringUK is best placed to promote
* To input into the development of research outputs on topics such as gender, social mobility, apprenticeships and skills
* To develop policy positions, developing and maintaining a suite of policy position papers covering key current debates on topics such as careers, industrial strategy, digital skills
* To develop and maintain a virtual library of policy and research documents
* To undertake regular analysis of the stakeholder environment, building and maintaining a stakeholder map
* To foster opportunities for collaboration with external partners on shared objectives and to raise EngineeringUK’s profile in the policy arena
* To respond to consultations on policy relating to education, skills, and engineering
* To represent EngineeringUK in meetings, working groups and on collaborative projects as appropriate
* To support the business and industry team in delivering value for corporate members, including through the delivery of the corporate membership policy events programme
* To keep up-to-date with developments in education and/or STEM-related policy and available data

## **Other duties**

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Policy and Voice Manager will be expected to undertake other tasks or duties as required; work in line with EngineeringUK’s Quality Management System (QMS); and comply with EngineeringUK’s data protection policies at all times.

**Person Specification**

**Educational requirements**

* A first degree or equivalent professional experience in public affairs, government, politics or social sciences (essential)

**Essential experience and attributes**

* Experience and understanding of policy development in Westminster, Whitehall and the devolved administrations
* Excellent verbal communication skills
* Proven ability to write confidently and concisely for a variety of audiences, including demonstrable experience in simplifying complex policy messages for a wider audience
* Proven ability to leverage research evidence for policy development
* Proven ability to work independently and prioritise own tasks and time, but also take direction, be flexible and work collaboratively with others, contributing to team decisions and facilitating cross-organisational working

**Desirable experience and attributes**

* Good understanding of applied research methodologies
* Understanding of UK policy formulation at a national and regional level
* Demonstrable commitment to promoting equality and diversity

**Applying for this role**

Please send a CV and statement in support your application (detailing how you fulfil the key criteria for the role) by email to [HR@engineeringuk.com](mailto:HR@engineeringuk.com), quoting the job title in the subject of your email. **Your personal statement should include a short paragraph on each of the criteria listed in the Person Specification to show why you would be a suitable candidate for this role.** The deadline for applications is **23rd May, 23:59.**

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification. We aim to notify candidates who have been shortlisted by 25th May. If you have not heard from us by this date, please assume that you have not been successful.

First interviews will be held on 4th and 5th June.