##### Role title: Policy & Public Affairs Assistant

##### Reports to: Deputy Head of Policy & Public Affairs

##### Job purpose: To support the production, reporting and maintenance of the Department’s material, activity and information and assist with the wider work of the Policy Department

 Financial: None

 Staff: None

 Other: BACP departments, key stakeholders, external contacts

##### Principal accountabilities:

1. Using information provided from an external agency, to prepare and circulate Political Monitoring Briefings, reporting to internal stakeholders any relevant parliamentary, political, legislative and external developments relating to the counselling and psychotherapy professions and the wider mental health agenda.
2. To collate and disseminate internally, relevant government, parliamentary and stakeholder consultations and inquiries, ensuring deadlines for responses are met and maintaining a database of open consultations and responses.
3. To co-ordinate the population of a monthly Departmental Activity Report and updates to a spreadsheet of external engagement, ensuring deadlines for completion are met, enabling DHoPaPA to ensure timely reporting to SLT and the Board.
4. To co-ordinate the population of a quarterly Departmental newsletter, ensuring deadlines for completion are met, enabling DHoPaPA to ensure its timely dissemination to internal stakeholders.
5. To ensure the Departments webpages, shared-drives and Sharepoint pages remain up to date and current, including co-ordinating the timely publication of consultation responses, briefings, resources and newsletters online.
6. To co-ordinate member and other enquiries received into the Department, ensuring enquiries are handled efficiently and recorded.
7. To support the Head of Policy and Stakeholder Relations, Deputy Head of Policy and Public Affairs and Departmental Leads with activity related to research, dissemination of material, collection of data, maintenance of spreadsheets and databases, creating distribution lists, organising meetings and proof-reading, in agreement with the DHoPaPA.
8. To support the Head of Policy and Stakeholder Relations and Deputy Head of Policy and Public Affairs with the day-to-day administrative operations to give a professional representation of the Department to internal and external stakeholders and to ensure the smooth running of the department.

**BACP Principal accountability**

* To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication. Context:

**Context**:

Operating environment: Requires an interest in mental health and current or parliamentary affairs.

 Framework & boundaries: BACP policies and procedures

 Organisation: see org chart

##### Relationships:

 Direct reports: None.

Manager: Deputy Head of Policy and Public Affairs. Monthly 1-2-1s and team meetings.

Other contacts:

##### Knowledge & experience:

* Ability to communicate clearly and accurately with excellent written and verbal communication skills.
* Proven experience in an office environment
* Excellent planning and organisational skills, demonstrating an ability to work on own initiative, to organise and prioritise workload, whilst adhering to agreed deadlines.
* Experienced in the use of Word, Excel, Outlook, internet and databases, demonstrating accuracy and attention to detail.
* Ability to work independently without close supervision, as well as part of a team with a willingness to work with others to achieve desired outcomes.
* Good interpersonal skills with the ability to deal with both internal and external stakeholders efficiently and professionally.
* Have a flexible approach to work with an ability to handle multiple tasks.
* Committed to delivery high quality customer service.
* Enthusiastic and reliable.

##### Job challenge:

The work of the department can be reactive, role requires the ability to be agile and flexible and be able to respond quickly to events.