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| Association of Police and Crime Commissioners | **ROLE SPECIFICATION: POLICY ASSISTANT** | | |
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| **PART A - JOB DESCRIPTION** | | | |
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| **Job title / position** | Policy Assistant | **Reports to** | Senior Policy Manager |
| **Salary** | £28,021 to £33,625 | **Work Location** | The APCC office is in Westminster, London. We are able to support flexible  working |
| **Contract** | Fixed term contact to March 2026 (also available as a  secondment) | **Line Management** | No line management responsibilities |
| **Overall function (Job Summary)** | The Association of Police and Crime Commissioners (APCC) has an exciting opportunity for a Policy Assistant to work with our busy team at the heart of Westminster in 2025-26.  The APCC is the national membership organisation representing PCCs, deputy mayors and other local policing bodies and supporting them to hold policing to account and to cut crime and anti-social behaviour.  The role sits in the Victims and Violence Against Women and Girls (VAWG) Portfolio team with a focus on supporting the team in delivering on our VAWG agenda, including work on domestic abuse, stalking and online harms.  The Policy Assistant could expect to contribute to the work of the team by:   * Providing administrative and policy support to the Policy Officer and Senior Policy Manager for the Victims Portfolio, assisting in drafting briefings, event organisation, report analysis and drafting, consultation responses, etc. * Building strong stakeholder relationships with PCCs, government and sector partner to create lobbying opportunities and cross-sector engagement opportunities, organising and administering meetings, and representing the organisation. * Undertaking work on discrete areas of policy relating to VAWG, undertaking research and analysis, stakeholder engagement, briefings etc. * Supporting the APCC’s Communications and Public Affairs team as required to maximise profile and the impact of our work. * Working as part of the wider APCC team, proactively making the links with other areas of our policy and governance work, contributing to business planning and performance monitoring, and effective reporting on delivery.   Policy Assistants are supervised and given guidance and direction by a senior member of staff to use and develop their skills to support the delivery of this work. | | |

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| **Key areas of responsibility** | In general, the expectations of the role are:   1. To provide support to the APCC’s Policy and/or Governance teams working closely with senior staff. Postholders would be working closely with the relevant Senior Policy Manager. 2. To contribute to the delivery of policy, strategy and/or governance work, including undertaking desk research and analysis, co-ordinating information, providing advice and briefings, developing resources (e.g., toolkits) and supporting the development of communications products (e.g., web content). 3. To provide support for meetings, including preparing invites and agendas, liaising with participants, taking accurate minutes and ensuring timely distribution to include effective action logging and follow up, and assisting with meeting planning, and developing agendas and schedules. 4. To contribute to our corporate reporting and monitoring of delivery, including helping to ensure that your area of work is reporting its progress in delivering our Strategic Plan and the products and activities that we are being funded for, as well as supporting APCC corporate events, such as Annual General Meetings. 5. To develop and maintain a good working knowledge and understanding of key community safety and crime reduction issues as required, with support from a Senior Policy Manager. 6. To prepare briefings, presentations and reports to relevant stakeholders as required, providing supporting data and documentation, including analysis, evaluation and findings of research undertaken, to influence and inform decision making. 7. To perform other tasks as directed and that are within the jobholder’s competencies and capabilities. |
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| **PART B – PERSON SPECIFICATION** | |
| **Aptitude / skill requirements:**   * Able to be vetted to CTC level. Politically restricted roles.   **Essential:**   * Educated to degree level or equivalent. * Experience in the use of Microsoft Office, in particular Outlook and Teams. * Experience in diary management and administration. * Experience of working in a busy working environment and managing competing demands. * Experience of working in a policy development, project delivery or a similar environment. * Self-motivated with the ability to balance competing demands and to prioritise effectively. * Thorough with a good eye for detail and the ability to establish and maintain office procedures and systems. * Strong communications and interpersonal skills with the ability to deal with a wide range of people with courtesy, tact, and sensitivity, and to work effectively with senior stakeholders, including PCCs. * Ability to assimilate and co-ordinate data and analysis and produce clear summaries, conclusions, and advice. * Understanding of information / evidence management, how to store and classify it and ensure it is kept up to date and is readily accessible. * Ability to exercise discretion, judgment and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality. * Strong written and oral presentation skills with the ability to convey complex information in a concise format for a variety of audience types and with the ability to influence and give clear advice, including presentation of minutes and other materials for the public domain. * Strong commitment to and appreciation of the role of PCCs and policing governance more widely.   **Desirable:**   * Understanding/experience of working in a political environment and/or the public sector * Understanding of policing and/or criminal justice sector  Core Competencies:  * Planning and organising. * Communication. * Teamwork. * Problem Solving and decision-making. * Adaptability and flexibility. * APPC values, strong work ethic with a ‘can-do’ attitude. * Technical skills, knowledge and application.  How to apply Please submit a cover letter setting out why you would like to be considered for a Policy Assistant and how you meet the job requirements (2 pages maximum) along with your CV to [recruitment@ifteam.co.uk](mailto:recruitment@ifteam.co.uk).  The closing date for applications is **23:59, 1 August 2025.**  Interviews are expected to be held in mid-Augustand may be conducted ‘virtually’ using a suitable  online platform.  If you would like to discuss this role further, please contact David Griffiths [dgriffiths@ifteam.co.uk](mailto:dgriffiths@ifteam.co.uk). | |