



JOB DESCRIPTION

Job Title	Campaigns & Public Affairs Assistant
Department	Policy & Influencing
Reporting to	Public Affairs Manager
Line Manages	NA
DBS/BD/PVG:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Location	Avonmore Road, London W14 8RR, with hybrid home working

About Independent Age

Independent Age is a national charity providing support for older people facing financial hardship. We offer free and impartial advice and information, grants for community organisations, and connection services. In addition, we use the knowledge and understanding gained from our frontline services to highlight the issues experienced by older people who are facing financial insecurity.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.

- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- commit to setting minimum target indicators for diversity and regularly review progress.
- collect data to enable us to track our progress.
- be publicly accountable and transparent about our progress.
- use our influence to proactively champion the principles of EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

Job Purpose

The Campaigns and Public Affairs Assistant will provide support across the Campaigns and Public Affairs teams. The post-holder will work with colleagues across the organisation to make positive change happen for people in later life who are facing financial hardship.

Key Responsibilities

Working with the Campaigns team, Public Affairs team, and colleagues across the organisation, you will:

- Provide support for a wide range of campaigns and public affairs activity, including assisting in developing and drafting email communications to both supporters and politicians, building and reviewing online campaign actions, monitoring political activity, writing website copy and helping to coordinate activities
- Work with the Campaigns Manager and Campaigns Officers to build and maintain an active network of e-campaigners and offline campaign volunteers who take regular action to support our campaigns
- Work with the Public Affairs Manager and Public Affairs Officer to undertake parliamentary and stakeholder monitoring, keep colleagues updated with important developments, highlight opportunities to raise our issues in Parliament, and draft parliamentary updates
- Produce clear written updates for teams across our organisation for example by producing content for our internal staff bulletin
- Support the preparation and delivery of parliamentary and campaigns events, such as parliamentary receptions and drop-ins, meeting local older people's groups, and party conference activity
- Provide administrative support to the Influencing team (Campaigns and Public Affairs) as required
- Build strong working relationships with colleagues across Independent Age
- Assist Independent Age's influencing activities by taking on ad hoc tasks at the request of the Public Affairs Manager or Campaigns Manager as required

General Responsibilities

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

PERSON SPECIFICATION

- Knowledge of, and interest in, politics and current affairs
- Passion for achieving policy change with and for older people which improves their lives, and an interest in learning more about doing this through campaigning and public affairs work
- Excellent organisational skills, with the ability to prioritise tasks and deliver to deadlines
- Good attention to detail, consistently producing accurate work and identifying errors
- Ability to effectively engage, and build rapport with, a wide range of people in person and via telephone/email and other online formats; including colleagues, people in later life and volunteers
- Good written communication skills including a clear writing style
- Good verbal communication skills, with experience of adapting style and message for a variety of audiences
- Ability to work on own initiative and deliver credible, professional work to a high standard
- Flexibility to adapt to changing circumstances and manage a busy workload
- Strong IT skills including use of Microsoft Office packages
- A demonstrable passion for, and affinity with, our cause