



Example Job description

To be used in conjunction with Olivia's CV and covering letter.

Highlight the skills required on the job description and once you've created your CV and/or covering letter, double-check you have mentioned each one.

Job Description: Policy and Campaigns Assistant

Organisation: Local Women's Health Charity
Location: London/Home

ROLE PURPOSE

To support the Advocacy team to deliver local and national advocacy activity across the UK.

In this role, your accountabilities and responsibilities are...

- Support the regional teams to deliver advocacy activity.
- Support teams with desk research, insight gathering and analysis.
- Monitor the external environment and report on activity relevant to the Charity.
- Coordinate communications with key stakeholders, both internal and external.
- Lead the team's social media activity.
- Support focus groups with campaigners and clients on consultations.
- Support the delivery of advocacy events, including digitally, across the UK.
- Support the team with some admin tasks, such as invoice processing and arranging large meetings.
- Be familiar with and adhere to all policies and procedures at all times.
- Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to the Charity's wider success.

To do this role, you will have...

1. An understanding of a range of research and analysis skills inc. competency in Microsoft Excel and SPSS software.
2. Proven written and verbal communication skills with an understanding of tailoring to audience.
3. A strong sense of personal responsibility to achieve personal and team targets.
4. A creative and proactive approach to identifying opportunities.
5. A personable character, able to build networks and influence.
6. Ability to work as part of a national team.
7. A flexible approach that can adapt to shifting priorities.
8. A keen interest in policy making and politics.
9. Experience in a charity environment would be an advantage.

In this role, you will work with different people and teams across the UK nations, they are...

- Advocacy teams
- External Communications
- UK Partnerships teams

In this role, you will achieve...

- A bank of research and market insights to support the Charity's work.
- Establish a range of communication channels to engage various stakeholders.
- Set up clear standards to ensure consistency across advocacy activities.
- Build the Advocacy Teams networks across the organisation to be able to celebrate national activity.

Identifying the specific experiences they are looking for will help Olivia select the right examples from her experiences to highlight within her covering letter. Remember it's not always the things you are proud of that matter.

Olivia will need to cover all these skills within her application to ensure she gets shortlisted.

By the end of the application, Olivia needs to have demonstrated she is capable of these things.

View full size



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