

Internship placement: policy & public affairs

AUGUST 2017
JOB DESCRIPTION AND PERSON SPECIFICATION



About AMRC

AMRC is the national membership organisation of leading health and medical research charities. We have 140 members, spending £1.6bn a year on research here in the UK. Our members include Cancer Research UK, the British Heart Foundation and the Wellcome Trust. Medical research is an important part of the UK's successful research ecosystem. It is the UK's most popular charitable cause; at least 8 million people donate in a typical month.

AMRC plays an important and unique role:

- providing leadership and future focus;
- demonstrating impact;
- emphasising the benefits of patient-centric research;
- encouraging working in partnership; and
- campaigning for a supportive funding environment.

Find out about our work at www.amrc.org.uk.

About you

Excellent organisation, communication and interpersonal skills are essential. You are interested in biomedical research and/or politics and science policy; IT-literate, and able to listen and complete work accurately. You will need to be self-disciplined and adaptable with the ability to thrive in a busy environment with lots of challenges.

About the opportunity

You will gain experience of working with AMRC's member charities and partners in the fields of science and medicine on projects in the following areas: policy & public affairs; and communications & events. Other areas of AMRC's work where you may have the opportunity for involvement include: research & regulation; and data & evaluation.

Specifically in policy and public affairs, activities you could be involved in:

- helping to deliver events and workshops, particularly AMRC's Day in Westminster in November 2017;
- coordinating meetings with senior decision makers (government, parliamentarians, and civil servants);
- policy analysis of emerging issues;
- political and policy stakeholder mapping;
- engaging with member charities and the wider community on key issues relevant to the sector;
- planning content for, and writing briefings for events, workshops, webinars and conferences;
- attending meetings alongside AMRC staff on a range of issues; and
- writing for the AMRC blog, member newsletter, website and social media.

You should have a genuine interest in policy and public affairs and be prepared to work in a small, busy and flexible team. Given the ongoing negotiations to develop the UK's new

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relationship with the EU, the placement will come at an exciting and busy time as we must explore the implications on health and medical research while strengthening and developing new relationships.

An internship at AMRC will afford you with genuine responsibility, help you develop transferable skills and provide you with a dedicated manager as well as being an excellent opportunity to gain exposure to the medical research charity sector.

Location: Central London, WC1

Placement length: Late-September – Mid-December 2017 (approximately three months). Flexible working will be considered.

Salary: We do offer payment in line with the London living wage for internships that are not supported by other means such as PIPs students or internship placement organisations.

How to apply: Please send your CV and a covering letter (two page maximum) to Dr Cat Ball – c.ball@amrc.org.uk by **Friday 18 August 2017**.

In your application, be sure to tell us:

1. What interests you most about working with AMRC and what transferable skills you can offer in relation to the role?
2. Your interest in policy and public affairs.
3. Any examples of your experience of organising activities or events.
4. Any examples of writing for a non-specialist audience.
5. What you would like to achieve from this internship.

Successful applicants will be shortlisted and invited to interview at our head office in London.

Person specification

Education and experience	
Graduate	E
Policy or public affairs experience	D
Awareness of research and funding	D
Event organising experience	D
Skills	
Organised, with good time management skills and ability to prioritise competing demands.	E
Excellent written and oral communication skills	E
Excellent interpersonal skills	E
Ability to work methodically and accurately with excellent attention to detail	E
Positive attitude to work, open to learning and new ways of working. Able to work independently.	E
Willingness to work flexibly when required	E
Excellent project management skills	D
Confident working across organisational boundaries	D

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