Policy and Research Assistant

We are recruiting a Policy and Research Assistant to work across Dignity in Dying and our sister charity Compassion in Dying. The successful candidate will provide administrative support to the Policy and Research team, ensuring the campaign to legalise assisted dying is informed by up to date and relevant evidence.

This role would suit someone with strong communication and research skills who has an interest in how research can be used to inform public debate.

This is an exciting opportunity to join the policy and research team in a fast-paced environment. The role will provide an insight into end-of-life policy the importance of choice at the end of life.

*Please note this is a fixed term contract until Friday 22 December 2017.*

**Deadline:** 10am, Tuesday 16 May 2017

**Interview date:** 23 May 2017 TBC

To apply please send a recent CV and a covering letter (no more than 2 sides of A4) to the following email address recruitment@dignityindying.org.uk.

To find out more about the role, download a job description using the link below. For further information you can also contact lloyd.riley@dignityindying.org.uk.
Policy and Research Assistant – Role Profile

Role Title: Policy and Research Assistant
Reports To: Policy and Research Manager
Hours: Full time (35 hours per week), Monday – Friday
Contract: Fixed term contract until Friday 22 December 2017
Salary: £17,745 (per annum, pro-rata)
Main Place of Work: 181 Oxford Street (3rd Floor), London, W1D 2JT. The building has a small lift which is only accessible from 1st floor landing.

Role Purpose
To support colleagues by collating and organising evidence so that it can be used in the campaign and to provide administrative support for the policy and research team.

Key Responsibilities

Policy and research Team
- Develop an in-depth knowledge of policy relating to end-of-life decision making, and an in-depth understanding of the social, political and legal issues connected to end-of-life decision making.
- Develop an in-depth knowledge of international developments in assisted dying and how it works in practice in jurisdictions where it is legal.
- Provide policy support such as collating evidence, writing evidence summaries and assisting in the preparation of briefings and research publications.
- Provide support in organising existing evidence and existing evidence summaries.
- Assist colleagues in the coordination and implementation of mail-outs.
- Monitor medical and other journals for articles and studies relevant to the campaign.
- Ensure the database of stakeholders is up-to-date

Healthcare Professional for Assisted Dying
- Provide administrative support to our affiliate group Healthcare Professionals for Assisted Dying (HPAD) including membership coordination, organising mail-outs and proof reading.

Compassion in Dying
- Dignity in Dying has a partner organisation, Compassion in Dying. Compassion in Dying is a registered charity which was set up to take over and expand upon Dignity in Dying’s charitable work. The two organisations share premises and some staff but have distinct aims. Some of the work of the Policy and Research Assistant around end-of-life decision making will be for Compassion in Dying.

Other
- Draft responses to members of the public asking questions about the Dignity in Dying’s campaign.
- Participate in staff meetings and supervision meetings.
- Carry out such other reasonable duties as may be required by the Policy and Research Manager.
- Always act in the best interests of Dignity in Dying and Compassion in Dying.
Person Specification

Skills and abilities
- Excellent communications skills, written and verbal.
- Ability to plan, organise and prioritise own work to deal with conflicting priorities and ensure deadlines and objectives are met
- Good attention to detail.
- Ability to assimilate new skills and knowledge.
- Good timekeeping.
- Strong IT skills.
- Good interpersonal skills including the ability to work co-operatively and effectively with others as a member of a team.

Values
- Commitment to Dignity in Dying’s vision and mission.

Organisational Behaviours
Leading by example
- You lead by example through your behaviours and motivate others through your professional approach to work.

Trust and respect others
- You are aware of your impact on others and treat other people with kindness and respect. You value diversity and listen carefully to understand the views of others.

Proactive and supportive team member
- You work with others to reach a common goal by sharing information and supporting colleagues.

Strive to be the best
- With a positive attitude, you work to a high standard to meet personal and organisational expectations.

Responsibility and initiative
- You take ownership of your work and take responsibility for your actions and decisions. You use your initiative and take pride in what you do.