

MARCH 2019

JOB DESCRIPTION | POLICY AND PROJECTS INTERN

Responsible to:

Head of policy and communications

Role:

To support the policy and communications team in all areas of its work including policy projects, campaigns, stakeholder engagement and public affairs, sharing good practice, publications and events

Responsible for:

- Provide administrative and other support to a wide range policy projects, campaigns, stakeholder engagement and public affairs, sharing good practice, publications and events
- Gathering, analysing and presenting information and intelligence including drafting policy consultations/responses, presentations, reports, briefings, monitoring key performance indicators and setting up/managing databases
- Supporting the public affairs programme including our contact programme of meetings with government, political parties, parliamentarians and other stakeholders
- Provide general administrative assistance and support
- Contributing to the corporate development of NALC
- Undertaking such other duties and responsibilities of an equivalent nature as may be required by the Head of policy and communications

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