

JOB DESCRIPTION

Public Policy Coordinator

Reporting to:	Head of Public Policy
Department:	CMF Public Policy, but with close working relationships with the Communications Team
Location:	CMF's London Office with some hybrid working. Some evenings, weekends and occasional travel involved.
Contract Type:	Fixed-term for 12 months (with the possibility to extend this if future funding is secured). 3 to 5 days per week dependant on funding agreement and suitable candidate.
Salary:	£32,018 – £36,954 FTE

Role Purpose

To support the Head of Public Policy and CMF's Public Policy volunteers and working groups in maintaining and developing their ministries. To provide communications (working closely with the Communications department) and administrative support to maximise our ability to promote human flourishing through biblical healthcare ethics by inspiring and resourcing our members to join us in influencing policy and informing the Church.

Key Accountabilities

- Maintain relationships, as necessary, with key members, volunteers and partner organisations
- Support the Public Policy department, with the Communications department, in delivering resources to members, churches and others in print, electronic and audio-visual forms. Including assisting with the commissioning, writing, editing, publication and promotion of CMF blogs, podcasts and other appropriate resources.
- Support all committees and working groups in the CMF Public Policy department, including the Medical Study Group (MSG). This includes oversight of the process for producing the CMF Files (the key publication output of the MSG).
- Manage CMF Public Policy events, including webinars.
- Act as regular point of contact for written, electronic, media and phone contact with Public Policy department. Potential to speak/write in media depending on skills and experience.
- Provide administrative support to the Head of Public Policy as required.
- Maintain and update content on CMF Ethics and Public Policy webpages.
- To develop CMF Public Policy's presence on appropriate social media platforms – and to collaborate with the Communications Team in providing Public Policy content for CMF to use on other platforms.
- To induct and oversee volunteers in the CMF Public Policy team.
- Provide general office support as part of wider office team, including answering the phone and welcoming visitors.
- Any other reasonable projects or ad-hoc duties.

Skills, Experience and Qualifications

Essential

- **Enthusiasm for CMF's public policy aims:** A mature Christian faith along with the enthusiasm and vision to encourage others in pursuing the public policy department's aim of promoting human flourishing through advocating for biblical healthcare ethics.
- **Communication:** Excellent interpersonal and communication skills, and ability to work effectively at all levels in a collaborative team environment. Able to communicate confidently with a wide range of people, both verbally and in writing. Able to produce accurate and succinct committee minutes.
- **Administration:** Gifted in administration along with a desire to exercise this gift to release and maximise the ministries of others. Able to solve problems, juggle competing requests and priorities, and respond quickly to challenges.
- **Research:** Able to gather and synthesise information to produce briefing papers for working groups, media, and other audiences.
- **Analytical and organised:** Able to set priorities in a busy workload of competing time demands and monitor targets. Able to use own initiative to balance demands of different parts of the job.
- **Managing resources:** Ensure that resources are used appropriately and not wastefully, manage resources in the most cost-effective manner. Ensure that events and projects keep within budget.
- **IT:** Able to demonstrate strong Microsoft Office skills, the ability to use social media and design content (e.g. using Canva). Familiarity or willingness to be trained in using project management software, WordPress and interacting with database and email clients (e.g. Mailchimp). Able to cope happily with software environment change.
- **Working relationships:** Proactive, resourceful and takes initiative. Encourages cooperation and exchange of information between team members, especially within the Public Policy and Communications departments.

Desirable

- Prior experience in political advocacy and/or bioethics.
- Prior commitment to advocating for Christian ethics in public life – for example having previously advocated in some way for Christian ethical positions relating to the beginning of life, end of life and/or gender, sexuality and the family.
- Prior experience of producing/editing content for blogs and podcasts.
- Willingness to undertake media engagements with appropriate training.

Christian Ministry

- Under the 2010 Equality Act, schedule 9, there is an Occupational Requirement for all employees and volunteers to be practising Christians.
- Agreement with CMF's doctrinal statement and ethical values; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others and is comfortable with the range of CMFs current statements on Public Policy issues.