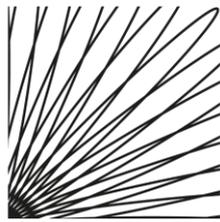


Job Description

Policy and Events Assistant	
Job Summary	A Policy and Events Assistant who will support and report to the Director General of the Alliance in his work influencing the policy environment in Westminster; bring event management skills to Alliance-initiated events and assist with communications between the Secretariat and Membership.
Detailed Responsibilities and Tasks	<ul style="list-style-type: none">➤ The responsibilities of policy and events assistant include general monitoring and reporting of the political and policy environment. You will be expected to keep a watching brief on all areas of IP policy, most notably copyright, trade mark and design, and policies related to enforcement and internet regulation. In addition, responsibilities will include event management of Alliance events including British IP Day, the Annual Summer Reception on the House of Commons terrace as well as regular Alliance member meetings and Parliamentary lunches.➤ The Director General runs the Alliance's lobbying to influence the political community on behalf of its members. The role will include understanding and contributing to policy development on IP issues, liaising with officials, MPs and Peers to ensure the Alliance's communications are well understood.➤ Work will include:<ul style="list-style-type: none">• Organising meetings with MPs and officials and attending these with the Director General when needed; drafting letters to MPs, MEPs and Ministers following parliamentary developments and proceedings; liaising with political researchers to understand MP and MEP requirements.• Supporting the DG in the preparation of consultation responses and other research and policy papers.• Assisting the Director General with all marketing activity, including updating the Alliance website and social media.• Maintaining internal databases of Alliance members and their representatives and ensuring they receive all relevant communications; arranging and issuing papers for internal meetings and working groups• Managing main Alliance events. This will include identifying attendees and speakers, building and maintaining stakeholder invitation lists, and liaising with the relevant venues.• Preparing briefs for meetings being attended by the Director General and co-ordinating follow-up activities.• Creating and establishing good and consistent channels of communication with the Alliance Officers• Attending main Alliance meetings and Officers' meetings• Monitoring political developments, communicating information to relevant stakeholders and identifying opportunities for promotion of Alliance issues• Write and distribute weekly member newsletter and political monitoring reports



Job Description

Personal attributes and skills	<ul style="list-style-type: none">➤ Good interpersonal and communications skills are required for the success of this role➤ Excellent writing skills and the ability to take accurate minutes➤ Education to degree standard➤ Comprehensive understanding of the UK political environment and the operations of political institutions. Some knowledge of the EU and European Commission an advantage but not essential➤ Ability to present with enthusiasm and conviction➤ Self-motivation and determination➤ Familiarity with the key PC programs essential together with social media skills➤ Flexible and willing to fit in with a small team➤ A knowledge of intellectual property and the Creative Industries would be an asset but is not essential
Employment Details	<ul style="list-style-type: none">➤ Whilst this is a full time role there is often a requirement to work outside normal working hours and so not having a “nine to five” mentality is essential. Working five days a week, with 23 days holiday entitlement a year pro rata after first three months’ employment. Overtime will be unpaid.➤ £28,000➤ Salary to be reviewed on an annual basis with pension contribution after 6 months’ probation
How to apply	<p>Please send a CV and covering letter to: Eddy Leviten eddy@allianceforip.co.uk Deadline for applications: Monday 8 May 2017</p>