ROLE SPECIFICATION:
POLITICAL GROUP OFFICER (Conservative Group)
Salary: £32-£36K

PART A - JOB DESCRIPTION

Job title / position	Political Group Officer (Conservative Group)	Reports to	Reports to Director of Policy and Strategy/works to the Conservative Political Group Lead
Line management responsibilities (for staff)	No line management responsibilities	Work Location	Westminster Office, London/flexible working
Overall function (Job Summary)	To provide support, co-ordination, administrative and logistical support to the APCC's Conservative Political Group, including - Co-ordinating and supporting meetings (including Awaydays) - Providing support for the Political Group Lead - Facilitating the Political Group's relationships with Ministers, parliamentarians, CCHQ, SPADs, etc - Organising and supporting engagement with Party Conferences, etc - Undertaking research, horizon scanning, etc. to enable the group to engage with policy and political developments. The post-holder will need to undertake this activity while respecting confidentiality and exercising discretion. *Note: While we are seeking someone who is sympathetic to the Conservative Party's principles and beliefs, please note that this is a politically restricted post*		

Duties / Responsibilities

	Responsibilities	Output / Activity
1	To provide administrative and logistical support for the APCC's Conservative Political Group	• Co-ordinating and supporting the APCC Conservative Political Group's meetings, activities, and events, including Awaydays. • This will include diarising meetings, drafting agendas, collecting, and distributing papers and ensuring they are provided in a timely way, producing minutes, and helping to ensure actions are followed up working closely with the Political Group Lead • Engaging interactively and pro-actively with the Conservative Group PCC members via a range of communication channels.

2	Provides support to the Conservative Group lead	• Meeting on a weekly basis with the Conservative Political Group lead • Brief and support the Conservative Lead (e.g., produce Chairs briefings and helping to support them to prepare for and contribute to meetings) • Ensure the Group Lead is updated on all relevant Group activities, etc. • Organising the Group AGM with the Political Group Lead and the Group Secretary, including the electronic voting system • Maintaining the Group articles of association and other relevant policies as directed by the Group lead • Arranging and supporting regular meetings for the Group Lead with the Conservative Party Chairman.
3	Facilitating and supporting the Political Group's engagement with the wider Conservative Party	• Ensuring the Group Lead and the Political Group have close and effective relationships with parliamentarians, local councillors, Home Office and Ministry of Justice ministers, Special Advisors (SPADs) and CCHQ • Organising and supporting the Group involvement with Conservative Party Conferences – including conference stand, set up of a Fringe Event and helping to ensure that PCCs have access to key meetings and feature on the speaking circuit with other Conservative leaders.
4	Undertake research to support the Conservative PG and Group Lead,	• Tracking party and policy developments, horizon scanning, highlighting key issues and undertaking desk research • Supporting the Conservative Group to identify and share good practice.
5	To work as part of the wider APCC team	• Linking up with and linking Conservative PCCs to the APCCs policy, public affairs, and communications teams as appropriate • Participating and contributing to the APCC's team meetings, awaydays, business planning meetings, etc.
6	To perform such other tasks as may be directed within job-holder's competencies / capabilities.	

PART B - PERSON SPECIFICATION

	Essential Requirements	Desirable / Not essential
Education / qualification requirements	Educated to degree level or equivalent.	
Specialist training requirements	Experienced in the use of Microsoft Office.	
Aptitude / skill requirements	Vetted to CTC level. Politically restricted role.	
Hard competencies (knowledge and experience requirements)	• A minimum of 18 months experience providing support to politicians, local councillors and/or other senior leaders • Excellent administrative and organisational skills, with the ability to meet deadlines and a concern for order and accuracy • Excellent written and oral communications skills with the ability to summarise and convey complex information clearly and succinctly • Good interpersonal skills and the ability to establish good working relations with a wide range of people • Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at all levels, and an understanding of the requirements of a politically restricted role • Understanding of principles of equality, diversity and inclusion and a commitment to applying and reflecting these in this role • A strong commitment to promoting and supporting the role of Police and Crime Commissioners • Sympathetic to the principles of the Conservative Party.	• Understanding /experience of working in a political environment • Understanding of policing and criminal justice policy and legislation (and / or wider public sector).
Soft competencies (behavioural / personal competencies)	**Core Competencies** 1. Communication. 2. Client service and support. 3. Planning and organising. 4. Teamwork 5. Problem solving	6. Adaptability and flexibility 7. APPC values, strong work ethic with a 'can-do' attitude 8. Technical skills, knowledge, and application 9. Creative and analytical thinking