<u>Policy Coordinator</u>

<u>Job description</u>

<u>March 2023</u>

Post Details	Part time (0.6 FTE) / Permanent
Reports to	Head of Policy and Communications
Works closely with	Marketing and Digital Communications Manager
	Digital Communications Coordinator
Main Purpose	To develop and support FPM's policy activities and processes, to administer and coordinate relevant committees and groups and to provide support to press enquiries

Responsibilities

Policy

- Supporting the management of policy workstreams and working groups
- Coordination of policy workshops and events
- Coordination and quality management of FPM responses to public consultations
- Maintenance of relevant webpages for policy projects, activities and groups
- Monitoring consultation timelines and recording and tracking submissions

Administration and coordination

- Scheduling and administration of Policy and Communications Group (PCG) meetings
- Scheduling and administration of Expert Group meetings
- Scheduling and administration of EDI Forum meetings
- Coordinating and supporting the activities of the PCG, Expert Groups and EDI Forum
- Reporting of activities of Expert Groups to Head of Policy and Communications and the PCG, and coordination with other FPM groups
- Coordinating the recruitment and onboarding of FPM members to the PCG, Expert Groups and EDI Forum

General/other

- Support the processing and coordination of press and media enquiries
- To contribute to and support the work of the wider FPM staff, undertaking such other duties as may be from time to time required. To provide cover for colleagues as required.
- To undertake the duties of the role in compliance with FPM polices concerning Data Protection, Equal Opportunities and Health and Safety and the FPM Values

This job description may be reviewed from time to time in agreement with the post holder.