



APPG Drones
www.appgdrones.org.uk
@appgdrones

Job Details- Coordinator

The purpose of the Coordinator role is to coordinate, support and develop the work of the All Party Parliamentary Group on Drones. This includes establishing and effectively managing relationships with members of the group and external partners, overseeing projects, and developing the activity, membership and prominence of the group.

Key responsibilities

- Working with APPG Members to set and fulfil the strategic direction of the APPG, coordinate, direct and oversee in depth research and analysis for the APPG on a wide range of issues relating to the use of drones; this may involve identifying and managing consultants on an ad hoc basis
- Expand the reach, and promote the agenda, of the APPG in Parliament- identify and develop relationships with key parliamentarians, government departments, members of staff, other APPGs, Select Committees and stakeholders for collaboration and partnership opportunities; recruit and retain new members
- To support members of the APPG in promoting the agenda of the Group by contributing to speeches, parliamentary questions, tabling debates, writing letters and other activity on issues related to the agenda of the APPG
- To regularly communicate developments in Drones and broader areas to parliamentary members and stakeholders in the APPG using traditional and modern communication methods
- Expand the reach, and promote the agenda, of the APPG outside parliament by identifying and building relationships with individuals and other stakeholders, including media, NGOs and high-level international officials
- Represent the APPG and engage at a national and international level with policy makers, Government departments, NGOs and journalists to disseminate the APPGs work and explore areas for collaboration
- Develop and coordinate a network of global parliamentarians who share a common interest in drones for multilateral advocacy work
- Organise internal and external meetings and events and any international travel
- Project manage the current grant, including periodic reporting, ensuring that progress is made against grant objectives and managing the budget delivery
- Identify and obtain new funding to continue the work of the APPG - this will be a significant early responsibility
- Ensuring the APPG complies with the Parliamentary APPG Rules and Guidelines

Person Specification

Essential

- Education and Experience:
 - A relevant degree or post-graduate qualification (desirable) in human rights; international relations; security or defence

- Experience of working in Parliament and good knowledge of UK parliamentary processes.
- Broad understanding of frameworks governing armed drones, human rights and critical policy issues relevant to the use of armed drones efforts both at home and abroad.
- Demonstrable Professionalism and Integrity:
 - Attention to detail and excellent time management
 - Ability to work and deliver under pressure with tight deadlines
 - Capable of navigating political sensitivities with neutrality, impartiality and confidentiality
 - Excellent diplomatic, networking and persuasion skills, including consensus-building skills.
- Communication Skills:
 - Excellent spoken and written English; capable of communicating complex information and issues to a range of audiences.
 - Experience of engaging with senior staff within Parliament, Government, NGOs and Civil Society.
 - Exceptional relationship management and presentation skills: ability to think clearly and deliver a presentation or key point credibly, fluently and effectively
 - Event planning and management experience
- Personal Attributes:
 - Ability to assimilate and understand complex information and issues, including legislation and other policy documents and research findings.
 - Ability to work with a high degree of autonomy and under own initiative
 - Ability to make independent judgements and to make and defend recommendations
 - Proactive, ambitious and assertive
 - Basic IT skills, good knowledge of social media and website management (desirable).

Consultancy terms

- Consultancy fee to be agreed dependent on experience
- 4 days per week during parliamentary term times
- Initial post to October 2018 with availability to extend, subject to funding

Closing Date: 17th January 2018

Interview: First Interviews- week commencing 22nd January 2018

Application Details

Please apply in writing with a CV (2 x A4 max), cover letter that specifically addresses how you meet the person specification (2 x A4 max) and relevant (ideally non-academic) writing sample (1 x A4 max) to: Harriet Hoffer hofferh@parliament.uk. Applicants should entitle their email: 'Application for APPG Coordinator (+ add full name)'.