



Policy Officer

- Hours:** Full time, 5 days a week or part time considered 3 -5 days a week
- Contract:** Permanent, fixed term contract or secondment for 2 years
- Salary:** £33,000 - £35,000 per annum
- Location:** The Science Council's office is based at 71 Central Street London, EC1V 8AB. This role will be flexible between the office and home working with some London and UK-travel expected. (Please note during the COVID pandemic all staff are currently working remotely from home.)

The Science Council is a membership organisation for professional bodies and learned societies across the disciplines of science. It promotes the advancement and dissemination of knowledge of and education in science, pure and applied, for the public benefit. The Science Council is a charitable body that sets the standards for professional registration for practising scientists and science technicians.

We are looking to recruit a Policy Officer to join us in our small but friendly team. The Policy Officer will enable the Science Council to provide a policy position as it pertains to the science workforce; practising scientists and science technicians whilst supporting and influencing policy as it relates to pan-science matters across our community.

To be successful in this role you will need to have experience in politics, policy or a related area, and have had experience supporting member bodies in a membership organisation or equivalent. Whilst it is essential that you are a team player and can initiate and build effective relationships to enable a collaborative approach to working, you will also need to be self-motivated and able to work autonomously with minimal supervision. You will need to have excellent attention to detail and be able to follow processes and protocol, to be discreet when dealing with political sensitivities. We would particularly like to hear from people who have an interest in science and an understanding of the science workforce.

The Science Council is able to offer flexible working and we are happy to discuss alternative working arrangements.

To apply for this role, please submit an up to date CV and covering letter via our online application form outlining your suitability for the role according to the job description and person specification.

Please apply early as we may bring the closing date forward should we receive a high volume of applications.

Closing date for applications: 21st January 2021
Interviews: w/c 8th February 2021

The Science Council are committed to equal opportunities and value diversity in our workforce. Applications will be treated with strict confidentiality.

No agencies please.