



Policy and Research Officer

Job description

We're looking for a passionate and collaborative person to support a wide-ranging programme of public policy research on sustainable development in Cambridge. In this role, you will undertake high-quality research, work closely with decision makers and build a network across Cambridge's academic, business and civic communities.

Job title: Policy and Research Officer

Salary: £30,000 per year plus benefits

Type of contract: Permanent

Hours: 35 hours per week

About Cambridge Ahead

Cambridge Ahead (CA) is a business, research, and academic membership group dedicated to the sustainable and inclusive growth of Cambridge and its region in the long term. We produce evidence and analysis relevant to the key issues facing Cambridge's future, and bring policymakers together to respond to this research. Our c. 50 members represent a workforce of over 40,000 in the Cambridge city region, and on their behalf we act as a voice for the Cambridge economy both nationally and locally. Throughout all areas of our work, we focus on how cutting-edge research about the future of cities can have a real-world impact for our communities.

About the role

This role offers an early-stage policy and/or research professional the opportunity to gain experience in real-world policy development, within a dynamic and high-profile organisation.

Key Responsibilities:

- Conduct policy research using mixed methods, from developing research proposals through analysis, writing and publication.
- Produce high-quality written and verbal briefings, consultation responses and blogs.
- Support the delivery of projects including monitoring timescales, deliverables and engagement with a wide range of stakeholders.
- Monitor a range of sources to maintain a strong awareness of relevant policy areas and recent developments.
- Support the design and delivery of workshops and roundtables with policymakers, experts and stakeholders to inform policy development.
- Occasionally carry out other administrative tasks, such as minute-taking, to support the functioning of the Executive Team.



Skills and Attributes:

- Interest in public policy at the local level.
- Good written and verbal communication skills.
- Ability to analyse and interpret complex and detailed information.
- Good organisational skills.

Personal Values:

- Enthusiasm and motivation to deliver high quality work.
- Desires to make a difference in how people live and work in Cambridge.
- Seeks and values input from a wide range of people and perspectives.
- Can work independently as well as part of a closely-knit team.

Job details and benefits

Location: Hybrid – 2 days per week (Tuesday and Thursday) in Cambridge, 3 days per week remote.

Hours: 35 hours per week

Salary: £30,000 p/a (pro rata)

Leave: 25 days p/a (pro rata), with ability to work remotely around holidays.

Other benefits: Our workspace is the co-working space at WeWork on Station Road, Cambridge. This includes a variety of workplace perks, including free access to Cambridge's Botanical Gardens, social and cultural events. All Cambridge Ahead employees receive a WeWork All Access Plus pass, meaning they can use any WeWork office.

How to apply

Please send a CV and short covering letter using the contact details below. Feel free to get in touch for an informal discussion about the role.

Alex Rossiter, Policy Manager – Cambridge Ahead

alex@cambridgeahead.co.uk

Applications close: Midday (BST) Monday 8th April 2024

Interviews: Week commencing Monday 15th April 2024