

Campaigns, Policy, and Research Work Placement

Key duties and responsibilities

- Monitoring the campaigns@ email account and responding to simple queries (e.g. sending out campaign materials, arranging meetings).
- Handling queries and issuing information to our network of campaigners across the country. Updating the website with their details.
- Horizon scanning for reports or news which links to our campaigns and require response.
- Updating our CiviCRM database.
- Ad hoc support of live campaign or research activity.

Example Training:

Week 1	Tom Kuehnel, Campaigns & Policy Officer	Office life! Emails, phone, meetings, general etiquette The basics of campaigns and policy work
Week 2	Elena Orde, Communications and Campaigns Officer	Devising and planning a campaign Copywriting basics
Week 3	Heather Russell, Dietitian	Basic principles of health-related communications The importance of an evidence based approach
Week 3	Tom Kuehnel, Campaigns & Policy Officer	Lobbying dos and don'ts
Week 4	Tom Kuehnel / Elena Orde	Digital skills, media skills, presentations
Week 5	Louise Davies, Head of Campaigns & Policy	Project management
Week 6	Louise Davies, Head of Campaigns & Policy	Setting & managing budgets, financial processes
Week 7	Lorna Brocksopp, Researcher	Research and analysis; information retrieval; horizon scanning; linking academia with professional practice; strategic planning
Week 8	Louise Davies, Head of Campaigns & Policy	Partnerships, sponsorships, negotiation, relationship building