**Vice Chair of the Neurological Alliance Policy Group**

Person Specification and role description

**Purpose of the role**

To support the Neurological Alliance’s Policy Group and its Chair(s) in identifying opportunities to influence national public policy in the interests of the 12 million people in England with a neurological condition.

**Experience required**

* Experience of working in a policy or public affairs role for a minimum of 18 months
* The ability to communicate with a wide variety of people and organisations, including experience of representing an organisation at external events
* Experience of contributing to strategy development
* Experience of coordinating policy, parliamentary engagement or campaigning activities
* Experience of collaborative working with a diverse range of organisations
* An understanding of the role of the Neurological Alliance, its aims and vision and enthusiasm for working at a pan-neurological level
* Act as an ambassador for the Neurological Alliance and uphold its ethics and values
* A commitment to the time required to fulfil the role

**Main duties and responsibilities**

Working with the Policy Group Chair(s) and Vice Chair(s), Neurological Alliance Chief Executive and Neurological Alliance Policy and Campaigns Adviser, the Vice Chair will:

* contribute to the development of the Alliance’s annual operational plan and help identify the Policy Group’s role in delivering this
* assist in taking forward actions agreed by the Policy Group, including supporting and helping develop responses to public consultations and parliamentary inquiries
* help coordinate the activities of the Policy Group’s various sub-groups
* assist in devising an agenda for each meeting of the Policy Group
* deputise for the Chair(s) as necessary