Interim Policy Researcher

Reports to: Conservative Policy Forum Deputy Director for National Policy/Deputy Director for Programmes and Management
Duration: One year (renewable) with a review at three months
Nature of Role: Voluntary

Background:
The Conservative Policy Forum (CPF) brings members and supporters into the Party's policy development process, providing opportunities to contribute ideas, share expertise and help shape proposals for the challenges facing the UK.

As the Party develops its policy programme through Policy Renewal, CPF has an important role in ensuring that members' contributions inform this work. We are seeking an Interim Policy Researcher to support the Deputy Directors in researching and developing policy papers, capturing insights from events, and organising submissions from members and MEGs.

CPF is run by volunteers for volunteers, and these are voluntary leadership roles in the voluntary grassroots Conservative Party.

Purpose of the voluntary role:
The Interim Policy Researcher will support the Deputy Directors with the research, drafting and preparation of policy and consultation papers, including those commissioned by the Shadow Cabinet. This will involve presenting relevant background information clearly, developing focused consultation questions, and helping translate members' contributions into concise and accessible policy findings.

The role will also support CPF's wider policy work by producing event readouts and collating, organising and summarising policy submissions received from members, supporters and MEGs.

Key Responsibilities within the role:
The CPF's Policy Assistant will be required to perform the following essential tasks:

- **Draft and support policy paper development:** following CPF's commission from Shadow Ministers, under the guidance of the Deputy Director, lead on translating one-pagers into researched policy and consultation papers, ensuring that each paper addresses its brief and is suitable for its intended audience.
- **Analyse consultation responses:** Identify the main themes, proposals and differences of opinion within members' feedback, producing structured summaries that accurately reflect the contributions received.
- **Prepare executive summaries:** Draft concise summaries of consultation findings, MEG discussions and policy proposals for review by the Deputy Director for National Policy.
- **Produce event readouts:** Prepare clear, timely accounts of CPF events, outlining the principal arguments, policy suggestions and questions raised.

Opportunities for development

As the placement progresses, there may be opportunities to help present consultation findings and policy proposals to relevant Shadow Cabinet members or their teams.

Measures of Progress
Progress will be assessed through:

- The relevance, accuracy and quality of research supporting policy papers;
- The clarity, structure and accessibility of written work for both specialist and non-specialist audiences;
- The accuracy and balance of consultation summaries and event readouts;
- The completeness and organisation of policy submission records;
- The timely delivery of agreed work and effective collaboration with the Deputy Director for National Policy;

You can take a look at some of our previous papers here. We are recruiting multiple researchers and as with all CPF's roles, this is a voluntary time commitment.