



The Consumer Healthcare Association

Job Description

Job title: Public Affairs Intern

Reports to: Public Affairs and Communications Manager

Created: June 2024

Salary: £27,300 pro-rata

Location: Hybrid (remote/London office)

Hours: 3 days a week, 21 hours

About PAGB:

PAGB, the consumer healthcare association, represents the manufacturers of branded OTC medicines, self-care medical devices, and food supplements in the UK. We empower self-care as the expert voice of the UK consumer healthcare industry. Working with Government, regulators and our members, we support the sector to responsibly navigate the ever-changing landscape, encouraging a fair and positive regulatory environment that encourages product innovation, and promotes the contribution that self-care can make to people's health at no cost to the NHS.

Role purpose:

To assist the public affairs team in monitoring parliamentary activity, outreach to new MPs following the election, and in delivering the public affairs plans and strategies.

Role responsibilities:

- Monitor parliamentary business, legislation and public affairs activity relevant to PAGB.
- Support with producing briefings for parliamentarians.
- Support the Public Affairs and Communications Manager in the delivery of day-to-day public affairs activity.
- Develop stakeholder lists appropriate to the work of PAGB.
- Maintain up-to-date knowledge of political developments.
- Deliver outreach to new MPs following the general election, helping to emphasise the importance of self-care and the consumer healthcare industry.
- Attend public affairs related events on behalf of PAGB, where appropriate.

Person specification

- An interest in parliament, government and politics.
- Good organisational and problem-solving skills, ability to use your own initiative and prioritise competing demands and work under pressure.
- Ability to work as part of a team and to work collaboratively.
- Experience of writing for different audiences.
- Excellent interpersonal skills.
- Positive attitude to work, open to learning and new ways of working.
- Confident using a computer in a networked office environment and experience in using Microsoft Office software, in particular Outlook and Word.

How to apply:

Please email your CV and a cover letter to Public Affairs and Communications Manager, Sarah Gilbert on sarah.gilbert@pagb.co.uk.

In your application, be sure to tell us:

1. What interests you most about working with PAGB and what transferable skills you can offer in relation to the role?
2. Provide any examples of your experience of organising activities or events.
3. Any examples of writing for a non-specialist audience.
4. What you would like to achieve from this internship.

Closing dates:

Send in your applications before Friday 21 June 2024. Interviews will take place week beginning 1 July 2024.