

POLICY & RESEARCH COORDINATOR

[Creative UK](#) is the independent network for the UK's Creative Industries, dedicated to championing the power of creativity to drive positive change. As a mission-led organisation, Creative UK works across the cultural and creative sectors to support innovation, advocate for policy reform, and unlock opportunities for growth and impact. With a commitment to inclusivity, collaboration, and sustainability, Creative UK brings together industry leaders, policymakers, and communities to ensure the UK's creative economy remains world-leading, resilient, and accessible.

Our work spans investment, advocacy, and support for creative talent and organisations, helping to shape a future where creativity is valued as a force for social and economic transformation.

This is an exciting opportunity for someone at the beginning of their policy and research career who's eager to develop their skills and make an impact in the creative sector.

THE ROLE

We're looking for a motivated and highly organised individual to join our Policy & Research team. You will join a team of four working collaboratively across policy, research, EDI and memberships. This is a varied role that blends coordination with hands-on policy work, ideal for someone eager to learn, contribute ideas and gain experience influencing decision-makers.

You will help keep the team's work running smoothly while also shaping our outputs: drafting briefings, preparing first responses to consultations and monitoring political and sector developments. If you're eager to learn, contribute ideas, and grow in a dynamic environment, we'd love to hear from you.

REPORTS TO: Policy & Public Affairs Manager

LOCATION: Preference for London/ in proximity. Workspaces also available in Manchester (MediaCityUK) and Bristol, hybrid working, min 1 days per week in an office.

SALARY/FEE: up to £28,000 FTE depending on experience / up to £149 per day freelance

CONTRACT: FIXED TERM October 2025 to end March 2026, PART TIME, 3 days per week, scope to become longer term.

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **6th October midday**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference on 14th and 15th October 2025, immediate appointment preferred.

* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

KEY RESPONSIBILITIES

Policy support

- Draft clear, concise first versions of consultation responses, policy briefings, and meeting papers.
- Monitor political, policy, and sector developments, preparing timely summaries for the team.
- Help maintain and update the organisation's policy resources and evidence base.
- Contribute ideas and information to support policy positions and advocacy activity.

Coordination and delivery

- Schedule and coordinate meetings, including multi-stakeholder and political engagements.
- Organise team systems, shared resources, and document management via SharePoint.
- Coordinate logistics for policy events, consultations, and evidence-gathering sessions.
- Liaise with our memberships team and wider stakeholders to arrange interviews, roundtables and focus groups/workshops.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

PERSON SPECIFICATION

Attributes

- Proactive, adaptable, and eager to learn.
- Collaborative and confident engaging with stakeholders.
- Curious and motivated to build a career in policy.
- Thoughtful about representation and accessibility when preparing content and convening stakeholders.

Essential Experience, Knowledge and Skills:

- Strong interest in UK, EU and global politics, public policy and the cultural and creative industries.
- Excellent organisational skills and ability to manage competing priorities.
- Strong written communication skills and the ability to summarise complex information.
- An awareness of how equality, diversity and inclusion considerations inform policy development and public engagement.
- Confident with Microsoft Office and quick to learn new systems.

Desirable Experience, Knowledge and Skills:

- Experience (paid or voluntary) in a policy, research, or advocacy environment.
- Understanding of parliamentary and policy processes.
- Experience using CRM systems (e.g. HubSpot) to manage stakeholder engagement.
- Experience using SharePoint for organising and managing documents.

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work;

- ✓ We join the dots - collaboration is in our DNA
- ✓ We support and empower- we are here to accelerate change
- ✓ We are curious, open and honest – our knowledge is for sharing
- ✓ We celebrate difference, and respect the humanity and creativity in everyone

BENEFITS, for employees

- 35 hour working week FTE with flexible/ hybrid/ condensed working options
- Pension enrolment 5% employer contribution, from 3 months service
- 25 days annual leave + bank holidays
- Family friendly: enhanced maternity, paternity, parental, adoption, fertility policies and pay.
- Additional paid leave: your birthday, mental health day, volunteer day, plus 3-4 days between Christmas and New Year.
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.