



RESPONSIBILITIES OF POLICY AND COMMUNICATIONS OFFICER TO THE AYM

The Policy and Communication Officer is commissioned by the AYM Executive on an annual basis and is a self-employed position.

The Policy and Communication Officer is responsible for:

- Acting as a conduit for external stakeholder engagement and consultation,
- Writing and arranging distribution of the monthly AYM Bulletin and ad hoc Special Bulletins,
- Development of AYM training courses,
- Development of AYM conferences,
- Co-ordination of AYM presence at relevant conferences, including the annual Youth Justice Convention,
- Liaison with members of the AYM Executive in relation to policy formulation,
- Oversight and development of the AYM website
- Supporting the AYM Chair in the:
 - Co-ordination of responses to relevant consultations,
 - Monitoring of the AYM business delivery plan,
- Providing a quarterly report to the AYM Executive on work undertaken in the role.

In addition, the AYM Policy and Communications Officer:

- Supports and oversees the work of the AYM's Business Support Officer,
- Undertakes other duties agreed between the postholder and the AYM Chair in the achievement of AYM aims.