

Job description

Job title:	Policy and Public Affairs Executive
Reports to:	Policy Manager
Salary / hours:	£26,000 - £28,000 per annum (full time)
Division:	Membership and External Affairs

Overview

The Policy and Public Affairs Executive plays a key role in driving CIEH's policy development and outputs, and supporting the organisation's public affairs activity.

Although primarily policy-focussed, the role is varied, encompassing PR and stakeholder management, and centres on cross-team working with a focus on providing support across a number of areas as and when necessary.

Environmental health covers a huge range of public health policy areas, from housing conditions to food safety in restaurants. This is your chance to work on a varied portfolio of issues to represent the key concerns of environmental health professionals, who work to protect and enhance the health of the public.

Key responsibilities

Policy

- Work closely with the Policy Manager to deliver CIEH's policy priorities.
- Support the development of CIEH policy statements, ensuring coverage across the organisation's key policy areas.
- Work with members and colleagues to gather intelligence and create high quality, evidenced and relevant policy reports.
- Play a central role in the administration and management of CIEH's member-led policy panels and communities.
- Prepare consultation responses and written submissions.
- Be the policy lead for designated policy areas.
- Horizon scan and report on policy developments and opportunities.
- Undertake research for briefings and proactive policy initiatives on key issues and subject areas, legislation, and political context as directed.

Public Affairs

- Working with the Head of Policy and Campaigns, play a vital role in supporting CIEH's public affairs activity and parliamentary engagement strategy.
- Manage and build relationships with key public affairs contacts, parliamentarians, and external stakeholders.
- Horizon scan the parliamentary and political calendar, identifying opportunities for CIEH to raise its profile.
- Brief expert members and spokespeople on CIEH's policy priorities.
- Identify public affairs contacts to speak at, and support, CIEH's events programme.

Stakeholder Management

- Support the development of CIEH's network of key stakeholders across government, academia, and partner organisations, identifying opportunities for CIEH to enhance its influence and impact.
- Attend and represent CIEH at events and meetings as necessary with key stakeholders and organisations.
- Work with internal stakeholders to ensure that policy development is properly informed and communicated to all audiences.

PR

- Support the management of the press office, operating as a point of contact for journalists.
- Build relationships with key journalists and outlets.
- Update and maintain CIEH's media lists and journalist contact details.

Team Working

- Build relationships with key internal colleagues, promoting open and collaborative working.
- Support the Policy and Campaigns team to meet their strategic goals, undertaking a range of tasks as necessary.

Other

- To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer.

Person Specification

- Degree level education or equivalent experience.
- Proven experience in a policy or public affairs role in a relevant field.
- A proven interest in UK politics and the media, and demonstrable knowledge of the current political landscape.
- An interest in public health policy issues and an ability to engage with complex issues.
- An appreciation of public policy development and the role of voluntary sector and membership organisations in influencing public policy.
- Excellent analytical and research skills.
- Good verbal and written communication skills.
- Confident and flexible; able to prioritise and deliver work at short notice.
- Strong project and time management skills.
- A commitment to drive a collaborative culture and develop excellent working relationships across the organisation.
- Ability to make considered and appropriate judgements under pressure.
- Accuracy and outstanding attention to quality and detail.
- Microsoft Office skills.