

## Job description

Job title:	Policy and Public Affairs Executive
Reports to:	Policy and Campaigns Manager
Salary:	£26,000 pro-rated, 6 month contract
Division:	Membership, Policy and External Affairs

### Overview

The Policy and Public Affairs Officer 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.
- Design and analyse surveys of our members to gather additional evidence to support campaigning work.
- Draft content for regular newsletters to engage and inform CIEH members and wider networks about policy initiatives and key developments.
- 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.
- Build working relationships with CIEH's expert members.
- 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.

## Person Specification

- Degree level education or equivalent experience.
- Substantial 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.