

## Job description

Job title:	Senior Policy and Public Affairs Executive
Reports to:	Policy and Campaigns Manager
Salary:	£34,569 per annum
Division:	Policy and External Affairs

### Overview

The Senior Policy and Public Affairs Executive plays a leading role in devising and implementing CIEH's policy and external affairs strategy and outputs working closely with CIEH advisory panels.

The role is varied, encompassing member engagement, policy development and reports, and government consultation responses. The role holder will work with assigned advisory panels. However, it will also focus primarily on external affairs, taking responsibility for driving forward CIEH's public affairs, campaigning, and PR, activities, including engagement with the devolved administrations as well as the UK Government.

The role is remote/hybrid, with some travel to CIEH's offices in central London for team meetings alongside any additional wider organisational events.

### Key responsibilities

#### Policy

- Work closely with the Policy and Campaigns Manager to support the delivery of CIEH's policy priorities in accordance with the corporate strategy.
- 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.
- Draft content for regular newsletters to engage and inform CIEH members and wider networks about policy initiatives and key campaigning developments.
- Support the administration and management of CIEH's member-led policy panels.
- Prepare consultation responses and written submissions.
- 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 Policy and Campaigns Manager to play a vital role in devising and implementing CIEH's public affairs activity and parliamentary engagement strategy, both at UK Government and at devolved administration level.
- Manage and build relationships with key public affairs contacts, parliamentarians, and external stakeholders.
- Proactively identify influencing opportunities, attending events and meetings as required.
- 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.

## **PR**

- Support the management of the press office, operating as a point of contact for journalists.
- Cultivate relationships with key journalists and outlets.
- Proactively identify media opportunities for CIEH to gain coverage and raise the profile of the profession.
- Draft press releases and media content.
- Work closely with the Policy and Campaigns Manager and Marketing colleagues on social media messaging and wider communications strategies.
- Update and maintain CIEH's media lists and journalist contact details.
- Report internally on CIEH's media activities and coverage.

## **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, including by holding panel meetings and using CIEH networks to identify new contacts for policy and campaigning work.
- 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.

## **Advisory Panels**

- Act as CIEH lead for assigned member-led Advisory Panels
- Ensuring assigned advisory panels are organised according to their terms of reference
- Working with assigned advisory panels to ensure discussions are balanced across all volunteer members who are able to contribute to discussions equitably
- Working with the Chair of their assigned advisory panel to ensure a current skills matrix is maintained to ensure panel members represent members from all sectors and the panel is diverse
- Ensuring reporting standards are being maintained for assigned advisory panels.
- Work with the Chairs of the Advisory panels to help them establish annual work plans, updating respective action logs and reporting progress to the Policy and Campaigns manager
- Facilitate support to any Satellite Panels established to undertake project work aligned with the work of the respective advisory panel
- Identify opportunities for research with academic contributors within the advisory panels

## **Team Working**

- Build relationships with key internal colleagues, promoting open and collaborative working.
- Provide administrative support for the team and undertake ad hoc work as required

## **Person Specification**

- Degree level education or equivalent experience.
- Strong 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.
- A demonstrable interest in public health or environmental policy issues, and an ability to engage with complex issues.
- Excellent personal skills, and a proven ability to build relationships with an array of external stakeholders.
- 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.

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