

Public Affairs Manager (permanent contract)

October 2019

ABOUT THE ORGANISATION

The Aldersgate Group (www.aldersgategroup.org.uk) is an alliance of leaders from business, politics and civil society that drives action for a sustainable and competitive economy. Our members include some of the largest businesses in the UK from a wide range of economic sectors with a collective global turnover of over £550bn. Other members include leading NGOs, professional institutes, public sector bodies, trade bodies and politicians from across the political spectrum.

We are politically impartial and champion the important role of the business sector in moving the UK towards a zero carbon economy that is both energy and resource efficient.

This is an exciting time for the Aldersgate Group. The Group has been heavily involved in the setting of the UK's net zero target, the development of the first Environment Bill in over 20 years and the government's flagship strategies on clean growth, green finance and resource efficiency. We also continued to build on our track record of influencing EU policy such as through the development of the Circular Economy Package.

Within the last year, our public and private events have fielded high profile speakers from business, politics and academia, including then BEIS Secretary of State Greg Clark, Minister of State for Energy and Clean Growth Claire Perry, Parliamentary Under Secretary of State for the Environment Thérèse Coffey, European Commission Vice President for Jobs, Growth, Investment and Competitiveness Jyrki Katainen and senior representatives from a wide range of businesses and financial institutions such as Anglian Water, BT, Bank of America Merrill Lynch, CEMEX, Kingfisher, Legal and General Investment Management, Michelin, Siemens, SUEZ, Vattenfall and WSP.

The Group is looking to hire an experienced and highly motivated Public Affairs Manager. This is an important time to be joining the Group, with significant opportunities ahead for government engagement ahead of COP26, developing a new policy package to deliver net zero emissions, implementing the Clean Growth, Resources and Waste, and Green Finance Strategies, influencing the Environment Bill during its passage through Parliament and shaping key environmental and climate policy in the EU.

JOB DESCRIPTION

Purpose of the role

The successful candidate will join a small Secretariat of six employees and shape and lead the Aldersgate Group's public affairs work. The Public Affairs Manager will report to the Executive Director, work in partnership with the Policy Manager and will be responsible for managing the Communications Officer and a new Public Affairs Officer which is being recruited for alongside this role.

Main duties and responsibilities

In close co-ordination with the Executive Director, the Public Affairs Manager will oversee the advancement of the Aldersgate Group's policy priorities through engagement with politicians, civil servants and other stakeholders, by:

- Keeping abreast of political and policy developments and providing information and analysis of all relevant activities in Parliament, government departments, European institutions, political parties and other bodies.
- Identifying, developing and maximising opportunities to influence policy development including through building and maintaining relationships with key parliamentarians, ministers, civil servants and other stakeholders.
- Providing high-quality briefings for politicians and government officials.
- Representing the Aldersgate Group at meetings, events and media opportunities where relevant and supporting preparation for such events attended by the Executive Director.
- Inputting into the drafting of inquiry and consultation responses, in co-ordination with the Policy Manager.
- Working with the Communications Officer to ensure effective internal and external engagement with the Group's work.

The Public Affairs Manager will also, with other members of the Secretariat, provide some support for the administrative work of the team.

Person specification

The successful candidate will hold at least a degree level qualification, with at least four to five years of relevant experience. They will have:

- Experience of influencing key decision makers and a strong ability to network and build relationships with politicians, civil servants, businesses, NGOs and other stakeholders.
- A very good understanding of the UK political system and some knowledge of the EU political system.
- Solid knowledge of the UK climate change and environmental policy landscape and some knowledge of these policy areas in the EU.
- Experience of developing, managing and delivering successful influencing campaigns.
- Proven staff management experience.
- A good understanding of the business world and what businesses look for in policy making.

The successful candidate will:

- Have excellent analytical, written and oral communication skills.
- Be highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative.
- Be a confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable.
- Have strong personnel management, time management, administrative and organisational skills.
- Have excellent attention to detail.

TERMS OF EMPLOYMENT

Salary £36 to £39k per annum dependent upon experience
Contract Permanent

Hours Monday - Friday, full time, 40 hours per week
Leave 25 days per annum plus bank holidays
Location Central London (zone 1)
Start date As soon as possible

APPLICATION PROCESS

Please email your CV (max two sides) and covering letter (max one side) to Sarah Williams (sarah.williams@aldersgategroup.org.uk). **The closing date for the receipt of applications is 9am on Monday 28 October 2019.** Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

Successful applicants will be invited to interviews on **4 or 5 November 2019.**