

## Public Affairs Manager (permanent contract)

January 2024

### ABOUT THE ORGANISATION

The [Aldersgate Group](#) 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, leading NGOs, professional institutes, public sector bodies and academic institutions.

We are politically impartial and champion the important role of the business sector in moving the UK towards a zero carbon, resource efficient and nature positive economy. Our work is supported by a highly knowledgeable and multi-sectoral Board of Directors, chaired by the Rt Hon Theresa May MP.

The Aldersgate Group carries out research across climate change and environment policy, publishes policy reports, holds roundtables and high-profile public events, works closely with decision-makers and is active on social and mainstream media.

### WHY JOIN US

The Group is at an exciting inflection point in its development. The Secretariat has expanded in recent years, reflecting Aldersgate's success in supporting members and delivering strong results. With an election expected imminently, and net zero being cast as a contentious political issue, the Aldersgate Group has a unique opportunity at this moment in the political cycle to deliver a clear cross-sectoral call to action based on robust, collaborative policy development.

### THE ROLE

**The Group is looking to hire a highly motivated Public Affairs Manager to develop and lead on its public affairs activities and advocacy campaigns.**

The Public Affairs Manager will play an important role in the organisation's work ahead of, during and after the upcoming General Election, and be responsible for developing and enhancing its engagement with policy makers across the political spectrum, civil servants and wider stakeholders. The successful candidate will be able to work across the Group's remit across climate, energy and nature issues.

### JOB DESCRIPTION

#### **Purpose of the role**

The Secretariat team is 10 strong, with roles split across policy development, external affairs, communications and operations. The new Public Affairs Manager will report to the Head of Public Affairs and Communications.

#### **Main duties and responsibilities**

The Public Affairs Manager will support the Head of Public Affairs and Communications in developing the Aldersgate Group's public affairs activities by:

- Developing and maintaining a coherent public affairs strategy to maximise the visibility of the Aldersgate Group's policy work, positions and campaigns in political circles. This will include liaising with the Communications and Policy teams to ensure effective internal and external alignment with the Group's policy work;
- Overseeing and undertaking horizon scanning and parliamentary monitoring in order to provide intelligence on political and policy developments in Parliament,

- government departments, European institutions, political parties and other bodies, for all members of the Secretariat as well as Aldersgate Group members;
- Developing and maintaining a network of influential contacts in both houses of Parliament, Government and with other stakeholders, and set up meetings with a range of policy makers and political stakeholders to maximise the visibility of the Aldersgate Group's policy work in political circles and proactively suggest key contacts that the Aldersgate Group should seek to build relationships with.
  - Overseeing and writing responses to parliamentary inquiries and government consultations;
  - Developing, leading and overseeing public affairs engagement campaigns on specific issues of relevance to the Aldersgate Group's policy agenda;
  - Representing the Aldersgate Group at external policy meetings or events where relevant;

The Public Affairs Manager will also provide support for administrative work, alongside other members of the Secretariat, including organising external workshops and events and dealing with internal and external information requests.

### **Person specification**

The successful candidate will have:

- Excellent knowledge of the UK political system and the climate change and environmental landscape.
- A solid track record in public affairs and shaping advocacy campaigns.
- Strong experience of networking and building relationships with politicians, civil servants, businesses, NGOs and other stakeholders.
- A deep understanding of the business world and what businesses look for in policy making.
- Capability in public speaking.

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 good time management, administrative and organisational skills.
- Have excellent attention to detail.
- Have strong multi-tasking skills.

### **TERMS OF EMPLOYMENT**

<b>Salary</b>	£45 to £54K per annum dependent upon experience
<b>Contract</b>	Permanent
<b>Hours</b>	Monday - Friday, full time, 37.5 hours per week (flexible working requests will be considered)
<b>Leave</b>	30 days per annum plus bank holidays
<b>Location</b>	Hybrid, with office located in Central London (Zone 1)
<b>Start date</b>	As soon as possible

### APPLICATION PROCESS

Please email your CV (max two sides) to [info@aldersgategroup.org.uk](mailto:info@aldersgategroup.org.uk). The closing date for the receipt of applications is **9.00am on Monday 5 February 2024**. Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications.

Shortlisted applicants will be asked to prepare an exercise and present on it at the interview.

### EQUAL OPPORTUNITIES

The Aldersgate Group is a multi-cultural team. We are fully committed to equal opportunities, and we are actively seeking to increase the diversity of our workforce. We strongly encourage eligible candidates from non-white ethnic minorities, and candidates with disabilities, as they are currently under-represented in our workforce.