



Job and person specification: Public Affairs Officer

Department: Campaigns and Policy

Location: CPRE National Office, London

Reporting to: Public Affairs Manager

Responsible for: N/A

Job summary – the big picture

Support the effective operational delivery of CPRE's public affairs work, including political monitoring, relationship management and research.

Scope

- Makes operational decisions on the day-to-day delivery of public affairs plans
- Limited autonomy to develop public affairs plans and will consult with the Public Affairs Manager on medium level decisions
- Limited authority to sign off briefings and communications for policy maker audiences
- Represents CPRE in low level political and public fora, and occasionally medium level
- Makes some recommendations on public affairs plans to key internal stakeholders, including CPRE's network

Key relationships

- Internally – colleagues across department and within own team
- Networks – local CPREs and volunteers
- External – stakeholders, including low and occasionally medium level policy makers, donor, media and other organisations

Key areas of responsibility

- Support the development and delivery of public affairs activities and programmes of work that deliver CPRE's aims and objectives
- Research and analyse issues relevant to the public affairs strategies and priority issues of the department
- Produce influencing materials such as parliamentary briefings, blogs, speeches and parliamentary questions to help engage policy maker audiences effectively
- Organise professional and well-attended public affairs events in Parliament
- Coordinate the effective operation of the Policy Committee and associated policy development
- Support the network's ability to have political influence



- Help reinforce views of CPRE as an evidence-led and effective organisation
- Monitor and report on public affairs activities
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support Team colleagues as so directed and help support other teams as so requested
- Task supervising the graduate in the External Affairs Team with support from the Head of External Affairs as their line management

Selection Criteria – what you will be expected to do

Some political or public affairs experience

Some experience of devising and delivering political influencing and/or public affairs plans

Experience of working independently, making sound decisions based on evidence

Good administrative skills, including contact database management

Good written and oral communication skills

Good interpersonal skills with the ability to influence others at all levels both internally and externally

Good project management skills

Ability to reflect and learn from experience to improve performance

Ability to recognise when there is a need for change or improvement and adapt quickly

Willingness to encourage diversity and inclusion of different styles, ideas and perspectives

Ability to respond positively to constructive feedback

Ability to be an active contributor, sharing knowledge and expertise

Specialist knowledge of parliamentary and political processes
