



## Job and person specification: Public Affairs Officer

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Department: Campaigns & Policy

Location: National CPRE, London N1

Reporting to: Anastasia Zawierucha

Responsible for: n/a

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### Job summary

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



The  
countryside  
charity

- 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 need to do the job

- 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
- Working collaboratively
- Good written and oral communication skills
- Good interpersonal skills with the ability to influence others at all levels both internally and externally
- Good time-management management skills
- Event management experience
- Ability to recognise when there is a need for change or improvement and adapt quickly
- Previous experience working for charities
- Willingness to encourage diversity and inclusion of different styles, ideas and perspectives
- Ability to respond positively to constructive feedback
- Ability be an active contributor, sharing knowledge and expertise