

## **POLICY AND PUBLIC AFFAIRS EXECUTIVE**

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Title:	Policy and Public Affairs Executive
Remuneration:	c. £25,000
Hours of work:	37.5 (based on 09.00-17.30 with <1 hour break)
Location:	Office-based in central London (but with some flexibility for home working)
Responsible to:	Events, Communications & Marketing Manager
Contractual status:	Full time
Start date:	June 2021

### **MAIN PURPOSE:**

The Public Affairs Executive provides support to a number of projects being carried out by the Construction Industry Council to include our Public Affairs work in support of members, particularly related to the Climate Change and Biodiversity Emergency; Building Safety; Construction Health & Safety; Diversity & Inclusion; Inclusive Environments; eLearning; Digital guides and our Award schemes. The role is varied and includes sourcing topical speakers for events, as well as producing content for the website

### **RESPONSIBILITIES:**

- Produce policy briefings based on well-informed analysis of political developments relevant to the industry, sourcing information, researching, writing copy and highlighting current key themes and priorities.
- Support CIC committees and panels, including arranging meetings, taking minutes, issuing papers and producing reports.
- Proactively source articles through member liaison; actively seeking new stories and helping our members promote their key initiatives.
- Write and proof read CIC materials, documents and copy text for our e-newsletter, Website etc.
- Help run the CIC Economic & Policy Briefings, sourcing and contacting topical speakers, fielding questions and supporting the chair.
- Any other ad hoc duties as required.

### **PERSON SPECIFICATION:**

#### **Key skills, experience and qualifications that are required:**

- Excellent organisational, written and verbal skills
- Excellent time management skills
- Ability to establish and maintain good working relationships with a range of stakeholders (*e.g. members, customers, colleagues, designers and partner organisations*)
- Willingness to learn and grow with the role

- Ability to multi-task and meet deadlines
- IT literate: to use a variety of software Windows 2016

**Key skills, experience and qualifications that would be desirable:**

- A good knowledge of office practices, administration, project management and customer service skills and techniques
- Familiar with using mailchimp and knowledge of Social Media platforms
- Comfortable with producing copy on a range of topics

**Other**

- This role requires some travel
- Able to occasionally attend evening events and early morning events and other off-site functions (*estimated overnight travel would be a maximum of '3' nights per annum*)

Updated : May 2021