

Job Title: Public Affairs Lead

Reporting to: Chief Executive

Salary: £50,000

Hours: 35 hours per week

Contract: Full-time

Location: Home-based (within Greater London)

Purpose of the Role

Reporting to the Chief Executive, you lead the Vegetarian Society's political engagement work and act as the Vegetarian Society's representative within Westminster, Whitehall and the UK nation governments. Additionally, you will take a lead role on our political engagement within local government across the UK including Elected Mayors.

Through the development and implementation of a new political engagement strategy, you will secure political influence through your network and relationships with key politicians, civil servants and special advisors, while monitoring and deploying political intelligence and insight in support of our policy goals.

Key responsibilities:

- Lead on the development and implementation of a political engagement strategy in support of our work programme focused on Westminster, government within the devolved UK nations and where appropriate local government elected representatives.
- Form effective working relationships with key ministerial departments in Whitehall, including civil servants and advisors, together with cross-party politicians in Westminster and their staff teams to enable delivery of our policy goals.
- Use your relationships, to secure parliamentary scrutiny, including questions, debates and any other opportunities in support of our policy goals.
- Host events within Westminster and, where applicable, the UK nation governments and local government bringing key political stakeholders together on issues relevant to our mission and policy goals.
- Attend a wide range of events within Westminster where they have relevance for our work, including parliamentary committees, third-party hosted events and All-Party Parliamentary Groups. Attend similar meetings in the other UK national parliaments or local government where relevant and necessary.
- Develop briefing papers for parliamentarians, other UK politicians, media and third-party stakeholders in support of our policy goals to assist in gaining wide political support and as required give oral or written evidence to committees or consultations.

- Secure speaking opportunities at parliamentary events and other third-party events as appropriate

- Develop high quality opinion pieces for media, particularly political media, setting out relevant policy positions and aims and for issue to our members and supporters. Act as media spokesperson when required.
- Use political monitoring tools to ensure you are up to date with the latest political initiatives where they intersect with our policy goals and to provide a forward look into parliamentary events where we can exert influence.
- Build relationships and where relevant alliances with Public Affairs professionals in corporate, public sector and charitable organisations and use these relationships to secure support for our policy goals.
- Build close internal working relationships with a range of staff as required, including our Head of Policy and Director of Marketing and Communications, developing cross-organisational working groups and activity to ensure our parliamentary engagement effectively supports and takes forward work on our policy goals, research activity and campaigns.

Budget Responsibility and Decision-Making Authority

1. Overall responsibility for parliamentary events and activity budget
2. Overall decision-making responsibility for all parliamentary and public affairs activity

Supervision of employees and complexity of leadership

1. Reports to the Chief Executive
2. No line management responsibility but opportunity for team growth as revenue and impact grows
3. Must be capable of forming and where applicable leading effective internal cross-organisational working relationships.
4. Must be capable of establishing external alliances where required and leading multi-disciplinary partnerships in the furtherance of our goals

Person Specification

Experience	Essential	Desirable
Substantial experience leading on the design and delivery of strategic public affairs activities which secure targeted outcomes	E	
Experience of successfully engaging a wide range of Westminster politicians and their teams on key policy issues and securing their support	E	
Experience of political engagement within the other UK nation parliaments		D
Experience of working in partnerships and alliances with corporate, public sector and/or charitable organisations in support of shared policy goals	E	
Experienced in working with the media and acting as organisational spokesperson	E	
Experienced in hybrid working and comfortable when working remotely from the main office	E	
Skills and Knowledge	Essential	Desirable
Up to date and extensive knowledge of the workings within Westminster and Whitehall and the mechanisms for influence and awareness raising	E	
Up to date and extensive knowledge of the workings of the other devolved UK parliaments and the mechanisms for influence and awareness raising		D
Up to date and extensive knowledge of the workings of local government and the mechanisms for influence and awareness raising		D
Knowledge of key vegetarian and vegan issues as they relate to the development of a more sustainable food system		D
Up to date knowledge on parliamentary monitoring systems and how to effectively utilise them	E	
Excellent planning and project management skills	E	

The ability to respond quickly to changing events and act rapidly and effectively in delivering successful outcomes	E	
Excellent interpersonal skills with the ability to develop strong working relationships with a range of people, in particular politicians and senior leaders	E	
Excellent organisational and workload management skills.	E	
An excellent collaborator with both internal colleagues and external stakeholders, capable and comfortable of working in virtual matrix teams as required.	E	
Excellent written and verbal communication skills, with the ability to adapt the style of messaging and communicate often complex issues to a wide range of audiences	E	
Good IT skills, including Microsoft 365	E	
Other Requirements	Essential	Desirable
Empathy with and understanding of the Vegetarian Society's vision, aims and values	E	
Willingness to travel and stay overnight as required	E	