

## Public Affairs Officer

(2 year contract)

### Job Description and Person Specification

**Hours:** 30 hours per week. We are open to job share applications and the post can be worked over four or five days. Some out of hours working will be required for which TOIL will be given.

**Salary:** £27,810 (full time salary - pro rata is £22,480)

**Place of work:** WBG offices in London for at least part of the week. Some home working is possible but the nature of the job will require regular meetings in Westminster.

**Line management:** Reports to the Director

**To apply please complete and return the application form to [emma.williams@wbg.org.uk](mailto:emma.williams@wbg.org.uk) by 9.00am on Monday 18 February Please title your email Public Affairs Officer application.**

Interviews will be held on Tuesday 5 or Wednesday 6 March (exact date TBC).

**Purpose:** The UK WBG is network of feminist economists, researchers, policy experts and activists which works towards a more gender equal society in which women's financial independence gives them greater autonomy.

We do this by producing well respected, academically robust analysis of the gender impact of economic policy to influence policy discussions and promote gender equal policy outcomes. We draw on the expertise of our membership network and staff team to:

- **Analyse** economic policy for impact on women and men
- **Develop social and economic policies** towards a gender-equal and sustainable economy
- **Promote our policy analysis and proposed alternatives** to policy makers, media and civil society
- Promote, enable and learn from use of **gender budget analysis** by UK and international governments and other public bodies
- **Build capacity of women's organisations** to influence economic policy

This is an exciting time to join the Women's Budget Group. We have a growing staff team and have built a strong reputation for analysing the impact of UK Government policies and for research into alternative policies that would promote gender equality. This includes our ground-breaking intersectional analysis of austerity with the Runnymede Trust, funded by Barrow Cadbury, which was widely quoted in parliament and cited in the conclusions of the UN Rapporteur on extreme poverty following his visit to the UK.

We aim to build our capacity to influence policy makers by employing a dedicated Public Affairs Officer. The successful candidate will work with the Director to develop a pro-active parliamentary and public affairs strategy and to build our capacity to have an impact beyond our existing network of allies through sustained relationship building. This would include supporting members of our network to translate their academic research into accessible briefings and responses to government consultations and parliamentary enquiries.

Our goal is to persuade policy makers to explore and adopt economic and social policies that would promote gender and other equalities more effectively.

## **Job Description**

### **Developing and delivery of public affairs strategy**

- To work with the Director to develop and lead WBG's advocacy and influencing strategy focussed on Westminster Government and Opposition, Parliament, Whitehall and the broader policy making community.
- Monitor progress of the project and provide reports to the WBG Director and Management Committee and work with the Director on providing reports to the funder of the project.

### **Policy Development**

- To keep up to date on policy developments relevant to our work including new research, party political positions, emerging issues and broader voluntary sector and policy community positions.
- Monitor Government consultations and Parliamentary inquiries to ensure that WBG and its members are able to make focussed, timely submissions.
- To work with the Director, Policy Officer and WBG members with relevant expertise to draft internal and external policy briefings, consultation responses and submissions.

### **Advocacy and influencing**

- Set targets for new political contacts and work with the Director and WBG management committee to cultivate these contacts.
- Work with WBG parliamentary contacts to ensure that WBG research and analysis is presented in the most appropriate way to influence debate and policy making.
- Maintain a political contacts database and tracking system.
- Develop and deliver a programme of WBG parliamentary seminars
- Prepare and present oral and written briefings for WBG to parliamentary and wider audiences
- Ensure WBG research and policy analysis are presented to policy makers. Set up and accompany WBG members with relevant expertise to political meetings in line with WBG public affairs strategy.
- Work with the Communications Officer to communicate key messages through reports, briefings, blogs, newsletter articles, presentations and social media for a variety of audiences.

### **Capacity building**

- Develop and deliver training to WBG members and members of our Early Career Network on strategies to influence political and policy debates.

### ***Ad-hoc Responsibilities***

- Undertake own administration including correspondence, filing and photocopying.
- Represent the Women's Budget Group at meetings and conferences as requested by the Director.
- Participate in WBG team meetings and meetings of the WBG management committee.
- Undertaking any other duties falling within the scope of the project.

### **Person specification**

#### ***Political advocacy***

##### Essential

- Ability to develop and deliver effective political advocacy strategies.
- Demonstrated experience in developing and maintaining political contacts.
- Sound knowledge of the political system and policy making in the UK including Government, Parliament, Whitehall, political parties and the policy community. A reasoned view on how social and political change happen in relation to specific public policy is also expected.
- Experience of maintaining an organised and efficient political contacts database and tracking system

##### Desirable

- Experience of public affairs work within a small voluntary organisation

#### ***Organisational skills***

##### Essential

- Experience of event management e.g. organising seminars, report launches

#### ***Communication Skills***

##### Essential

- Ability to communicate effectively in person, verbally and in writing with a wide range of audiences
- Ability to translate complex ideas into accessible and focussed briefings.
- Strong proofreading and editing skills
- High level of computer literacy and familiarity with Microsoft Office packages.

### Desirable

- Understanding of the media's role in policy development and ability to handle journalist enquiries.
- Understanding of how to use social media to communicate on behalf of an organisation

### ***Commitment to aims of WBG***

#### Essential

- Demonstratable commitment to women's rights, and an understanding of how gender intersects with other structures of inequality such as race, class and disability.

#### Desirable

- Experience of working within the women's voluntary sector in a campaigning, advocacy or influencing role.

### ***Interpersonal Skills***

#### Essential

- Calm and diplomatic in dealing with complex demands and competing priorities
- Proven ability to work flexibly as part of a small team