

*Job Description*

## Public Affairs Officer

December 2021

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Title:	<b>Public Affairs Officer</b>
Contract:	Permanent / Full time
Responsible to:	Director of Public Affairs
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.30 Thursday; 9.00 – 13.30 Friday
Salary:	£29,500 – £36,500 per annum FTE dependant on experience
Location:	Currently WFH – In due course working from our office in Kentish Town (some remote working will be considered)
Holiday Entitlement:	20 days (pro rata), plus Public Holidays and Jewish Festivals when the office is closed

Applicants must have the right to live and work in the UK.

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### General Description

The *Board of Deputies of British Jews* is looking for a highly motivated individual to work as its Public Affairs Officer and as the secretariat to the *All-Party Parliamentary Group on British Jews*. The post-holder is responsible for engaging with MPs, peers, the parliamentary process and political stakeholders, developing policy, research and report writing, event planning and running specific projects. The post is integral to the Board's wider engagement with Parliament, central government and stakeholders within the Jewish community.

### KEY TASKS & RESPONSIBILITIES

#### External Relations

- Developing relationships with key stakeholders, including MPs, peers, civil servants and Jewish community partners, including performing the role of Secretariat to the All-Party Parliamentary Group on British Jews.
- Developing seminars, events and tours on key Jewish issues for parliamentarians.
- Preparing briefings for, and formal notes of, meetings with external parties.
- Managing relationships with other external organisations, such as social media companies and sporting authorities.

## **Policy**

- Developing policy and offering advice on policy initiatives and associated projects.
- Monitoring policy and political developments, including legislation, being the primary link between internal colleagues and the political process.
- Providing political, administrative and policy support to lay leaders and the Senior Management Team on related matters, including providing policy and secretariat support to the Board of Deputies' Defence and Group Relations Division.

## **Communications**

- Research, writing briefing documents and publications on Jewish public policy issues.
- Monitoring press and the public sphere on policy issues.
- Presenting on relevant policy areas to stakeholders, and the wider work of the Board of Deputies to internal and external stakeholders.
- Assisting the Communications Officer on related media enquiries and campaigns, with occasional support on social media.
- Assisting the Communications Officer in the occasional drafting of press releases and newspaper articles.
- Handling parliamentary/governmental correspondence and community enquiries.
- Working with the Digital Communications Officer on initiatives to further the work of the organisation.

## **PERSON SPECIFICATION**

### **Knowledge**

#### *Essential*

- Good knowledge of current affairs and strong understanding of UK political and parliamentary processes.
- Strong IT skills, including fluency in the use of social media.

#### *Desirable*

- Knowledge in key policy areas, eg. racism/antisemitism, social media or welfare.
- A good working knowledge of the UK Jewish community.

### **Experience**

#### *Essential*

- Stakeholder engagement, particularly with parliamentarians and their offices.
- Developing and maintaining strategic relationships.
- Advocacy and awareness raising.
- Policy development.
- Events management and logistics.

*Desirable*

- Working with All Party Parliamentary Groups.
- Producing written resources/briefings.
- Experience in local or national media.

**Personal Attributes** (All Essential)

- Excellent written and oral communication skills
- First-rate interpersonal skills, with the ability to connect with people from a wide range of backgrounds and to deal with challenging situations
- Strong research skills
- Well-organised with good time-management and an ability to work independently
- Willing and able to develop new knowledge and skills
- A good team player, able to support other colleagues where necessary
- Commitment to the aims of the Board of Deputies of British Jews

**Additional Information:**

This role will require some work on evenings and weekends, and some travel around the UK. This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post.

The Public Affairs Officer will be expected to carry out such reasonable duties as may be requested from time to time by the Board of Deputies' Director of Public Affairs and Chief Executive. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

**Information for Applicants:**

**Closing Date:** 5pm Tuesday, 4<sup>th</sup> January 2022

**Interviews:** Interviews will be held w/c Monday 10 January 2022

**How to Apply:** Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to [recruit@bod.org.uk](mailto:recruit@bod.org.uk) with the subject heading 'Public Affairs Officer'.