

Job title	Senior Public Affairs Officer	Department	Public Affairs
Job holder		Reports to	Head of Public Affairs (Interim)
Job type	1 year fixed term contract, (full-time, but flexible, reduced hours will be considered)	Date created/amended	August 2021
Job aim	To support the work of the Head of Public Affairs to deliver a public affairs function across the Nuffield Foundation and its sponsored bodies, in order to meet its strategic goals and raise awareness and deliver impact and influence among a broad range of stakeholders including Government, parliamentarians and other policymakers.		
Resources	Staff reporting to this post: None Responsibility for budget: Some responsibility for budgets around individual projects		
Responsibilities			
Public affairs			
	<ul style="list-style-type: none"> ▪ Work closely with the Head of Public Affairs to develop a systematic approach for maintaining effective communication and dialogue with Government, Parliament and other significant organisations. Identify and help deliver appropriate policy interventions to promote the work of the Nuffield Foundation and its sponsored bodies – the National Council on Bioethics (NCOB), Ada Lovelace Institute (Ada) and Nuffield Family Justice Observatory (FJO). ▪ Develop and strengthen new and existing relationships with policymakers, parliamentarians and other stakeholders. 		
Parliamentary affairs			
	<ul style="list-style-type: none"> ▪ Monitor parliamentary activity including debates, questions and bills to identify opportunities to contribute to public policy. ▪ Build relationships with individual MPs, Peers, research and information officers, libraries, advisory and select committees, POST, APPGs and other relevant contacts to help increase awareness of the Nuffield Foundation and its sponsored bodies. ▪ Support and implement parliamentary engagement strategies to promote targeted recommendations from the work of the Nuffield Foundation and its sponsored bodies. 		
Whitehall and other policy influencers			
	<ul style="list-style-type: none"> ▪ Plan systematic engagement with policy influencers – for example government departments and policy networks. This may include devising and organising meetings and events as appropriate. 		

	<ul style="list-style-type: none"> Support communications and activities that aim to encourage implementation of our recommendations for policy a
Publications and media	
	<ul style="list-style-type: none"> Write and produce written materials such as topic-specific briefing papers, presentations and blog posts. Work closely with the communications teams across the Nuffield Foundation and sponsored bodies to use wider media to influence policymakers.
General contribution to the Nuffield Foundation	
	<ul style="list-style-type: none"> Ensure that work is joined up with the Foundation's other communications activities and project work. Work with the Evaluation and Impact Project Manager to ensure impact is appropriately monitored and recorded. The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

<p>Person specification – Senior Public Affairs Officer</p> <p>Candidates must be able to demonstrate the experience, skills and abilities set out below.</p>	Essential (E) or Desirable (D)
Skills and experience	
Excellent verbal and written communications skills	E
Some knowledge of related policy issues	E
Previous experience working in a political or parliamentary role	E
Some experience of writing and producing written publications for a variety of audiences	E
Experience of using databases	D
Experience of event planning and organisation	D
Knowledge and qualifications	
A relevant degree or equivalent experience in public policy and/or public affairs	E
Excellent understanding of the political climate	E
Additional qualification in public affairs, communications or a related area	D
Personal Qualities	
Ability to work across multiple projects and manage a varied workload, to prioritise and work to deadlines	E
Self-motivated: able to work on own initiative	E
Ability to work well as part of a small team	E

