

Job title	Public Affairs Manager	Department	Nuffield Council on Bioethics
Job holder	Vacant	Reports to	Associate Director of External Relations and Foresight
Job type	Permanent	Date created:	July 2024
Job overview	<p>Working with the Associate Director of External Relations and Foresight to deliver an effective and impactful public affairs function across the Nuffield Council on Bioethics (NCOB). Helping the organisation meet its strategic goals through engaging with and influencing our key audience of UK Government, parliamentarians and other policymakers at national and regional level.</p> <p>The postholder will work alongside the Associate Director to deliver an engagement plan for our Director and Chair, identifying relationships for them to strengthen, and leading on securing speaking engagements for them to raise awareness of our mission. The postholder will also be responsible for preparing briefing packs for our senior leadership team, ensuring they remain on message when meeting with key stakeholders. And they'll be required to draft thought leadership pieces the NCOB can pitch into targeted external media outlets.</p>		
Resources	<p>Staff reporting to this post: None but matrixed working with teams across the organisation</p> <p>Budget: None</p>		
Responsibilities (including but not limited to):			
Public affairs and Policy			
	<ul style="list-style-type: none"><li>▪ Work closely with the Associate Director of External Relations and Foresight to deliver a strategic and systematic approach for maintaining effective communication and dialogue with stakeholders. This will include working to influence national and regional Government across the UK, Parliament, public bodies, regulators and other significant organisations relevant to the NCOB.</li><li>▪ Work alongside the NCOB's Research and Policy directorate and communications team to advise on how our research can be best presented for our policy and political target audiences.</li><li>▪ Develop and strengthen new and existing relationships with policymakers, Parliamentarians and other stakeholders to enhance the NCOB's reach and impact.</li></ul>		
Parliamentary affairs			
	<ul style="list-style-type: none"><li>▪ Lead on the monitoring of Parliamentary activity including debates, questions and bills to identify opportunities for the NCOB to contribute to public policy. Taking on responsibility for drafting any responses we decide to give / submit.</li><li>▪ Build relationships with individual MPs, Peers, research and information officers, libraries, advisory and select committees, POST, APPGs and</li></ul>		

	<p>other relevant contacts to help increase awareness of the NCOB and our work.</p> <ul style="list-style-type: none"> <li>▪ Develop and implement Parliamentary engagement strategies to promote targeted recommendations from the work of the NCOB.</li> </ul>
<b>Whitehall and other policy influencers</b>	
	<ul style="list-style-type: none"> <li>▪ Plan systematic engagement with policy influencers – for example government departments, regional and local authorities, third sector organisations and policy networks. This may include devising and organising meetings, workshops and other events as appropriate.</li> <li>▪ Contribute to communication activities that aim to encourage implementation of our recommendations for policy and practice.</li> </ul>
<b>Publications and communications</b>	
	<ul style="list-style-type: none"> <li>▪ Lead on the drafting of consultation and select committee responses. Working across the NCOB to finalise and secure sign-off.</li> <li>▪ Lead on drafting and finalising briefing papers for the NCOB senior leadership team, ensuring they are well-informed and prepped with strategic messaging for their key meetings and presentations.</li> <li>▪ Contribute to presentations, advising on how to position messaging for relevance with a political or policy audience.</li> <li>▪ Advise the NCOB's communications team on media outlets we should pitch to for reaching our target political and policy audiences.</li> <li>▪ Draft thought leadership, opinion and NCOB blog pieces for our staff, Council and project team members.</li> <li>▪ Work with the communications team to provide our staff and Council with weekly internal updates on NCOB and Parliament / Government activity.</li> </ul>
<b>General contribution to the NCOB</b>	
	<ul style="list-style-type: none"> <li>▪ Ensure that our public affairs and policy work is joined up with the wider Foundation family (Nuffield Foundation, Ada Lovelace Institute and the Family Justice Observatory)</li> <li>▪ Work with wider Executive to ensure that impact of our work is appropriately monitored and recorded.</li> <li>▪ 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.</li> </ul>

<b>Person specification – Public Affairs Manager</b>	<b>Essential (E) or Desirable (D)</b>
<b>Skills and experience</b>	
Excellent verbal and written communications skills	E
Previous experience working in a UK political, policy, public affairs, campaign or parliamentary role	E
Excellent interpersonal skills: able to create strong working relationships to effectively secure and coordinate input from colleagues across the organisation and build trust with external stakeholders	E
Experience of strategic planning and development	E
Experience of producing written publications for a variety of audiences	E
Experience in stakeholder relations – mapping, insights gathering, engagement tactics and evaluation	E
Excellent writing skills with experience of drafting opinion pieces and / or blogs	E
Knowledge of policy and ethical issues in biomedical/health	D
Experience of using databases/CRM (ideally Salesforce)	D
Experience of event planning and organisation	D
<b>Knowledge and qualifications</b>	
Excellent understanding of the political climate	E
A qualification in public affairs, communications or a related area	D
<b>Personal Qualities</b>	
Ability to work across multiple projects and manage a varied workload, to prioritise and work to deadlines	E
Resourceful and adaptable: able to adapt to changing priorities whilst keeping relevant stakeholders (internal and external) up to speed on progress.	E
Accuracy and attention to detail	E
Self-motivated: able to work on own initiative	E
Ability to work well as part of a small team	E