

Job title	Public Affairs and Policy Manager	Department	Strategy and Engagement
Job holder		Reports to	Head of Public Affairs
Job type	Permanent	Date created/amended	June 2024
Job aim	Working with the Head of Public Affairs, as part of the Strategy and Engagement team, to deliver a public affairs function across the Nuffield Foundation family in order to meet its strategic goals, increase the impact of our work and deliver evidence based influence among a broad range of stakeholders including Government, parliamentarians and other policymakers at national and regional level.		
Resources	Staff reporting to this post: None but matrixed working with teams across the organisation  Budget: Some responsibility for budgets around individual projects		
Responsibilities (including but not limited to):			
Public affairs and Policy			
	<ul style="list-style-type: none"><li>▪ Work closely with the Head of Public Affairs 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 Nuffield Foundation and its sponsored centres – the Nuffield Council on Bioethics (NCOB), Ada Lovelace Institute (Ada) and Nuffield Family Justice Observatory (FJO).</li><li>▪ Identify, develop and sometimes deliver appropriate policy interventions to promote the work of the Nuffield Foundation and its sponsored bodies.</li><li>▪ Synthesise research and evidence funded by the Nuffield Foundation into accessible outputs for policy makers.</li><li>▪ Develop and strengthen new and existing relationships with policymakers, Parliamentarians and other stakeholders in order to strengthen the Nuffield Foundation’s reach and impact.</li></ul>		
Parliamentary affairs			
	<ul style="list-style-type: none"><li>▪ Monitor Parliamentary activity including debates, questions and bills to identify opportunities to contribute to public policy.</li><li>▪ 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.</li></ul>		

	<ul style="list-style-type: none"> <li>▪ Develop and implement Parliamentary engagement strategies to promote targeted recommendations from the work of the Nuffield Foundation and its sponsored bodies.</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>▪ Support communications and activities that aim to encourage implementation of our recommendations for policy and practice.</li> </ul>
<b>Publications and media</b>	
	<ul style="list-style-type: none"> <li>▪ Write and produce written materials such as consultation and select committee responses as well as topic-specific briefing papers, presentations and blog posts.</li> <li>▪ Work closely with the communications teams across the Nuffield Foundation and sponsored bodies to use wider media to influence policymakers.</li> </ul>
<b>General contribution to the Nuffield Foundation</b>	
	<ul style="list-style-type: none"> <li>▪ Ensure that public affairs and policy work is joined up with the Foundation's communications activities and project work.</li> <li>▪ Work with the strategy team to ensure that impact 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>

Person specification – Public Affairs and Policy Manager	Essential (E) or Desirable (D)
<b>Skills and experience</b>	
Excellent verbal and written communications skills	E
Good knowledge and awareness of social policy issues in education, justice, welfare	E
Previous experience working in a political, policy, campaign or parliamentary role	E
Experience working with professional organisations and with the media	E
Experience of strategic planning and development	E
Some experience of writing and producing written publications for a variety of audiences	E
Experience of using databases/CRM (ideally Salesforce)	D
Experience of event planning and organisation	D
<b>Knowledge and qualifications</b>	
A relevant degree and/or equivalent experience working in public policy and/or public affairs	E
An excellent understanding of the political climate	E
Additional 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
Self-motivated: able to work on own initiative	E
Ability to work well as part of a small team	E