



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Profile

Job Title	Government and Parliamentary Relations Manager
Location	Hybrid working (central London office and home working)
Reporting to	
Line Management:	
Term	Permanent
Salary Range	£43,000 – £52,000
Pay Level	Manager

We are the national body for careers education in England, supporting schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company (CEC) is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people's lives? If so, we'd love to hear from you!

Role Summary

We are looking for a confident and experienced self-starter to join the Strategy & Communications division as the Government & Parliamentary Relations Manager. Your role is essential to ensure:

- Our relationships generate national and local engagement that helps us to advocate about the issues and practice that can enable high quality careers support for young people across policy debate and the delivery.
- We raise awareness of our work to the extent that our government and parliamentary stakeholders can articulate what we do and why it matters nationally as well as locally in constituencies across the country.
- We initiate and hold strong relationships across Westminster, maintaining a robust management system to track and monitor engagement.

Your work will support across the strategic communications and policy workstreams of CEC, ensuring the delivery of a coherent and effective political engagement strategy as part of wider joined-up external affairs approach for the organisation.

You'll be expected to have a sound understanding of the political climate, a keen interest in current affairs and aptitude for identifying policy and political engagement opportunities for the organisation. You will work closely with CEC's Policy & Impact Team to distil insight and evidence into government and parliamentary policy thinking and ideas.

To be successful you will be able to demonstrate flexibility, proactivity and strong organisational skills in what is a fast-paced and exciting environment not least during a key election year.

Key Responsibilities

The main responsibilities include but are not limited to:

1. Working with the Department of Education (DfE) (our sponsor department):

- Be at the forefront of helping CEC to develop strong relationships with relevant DfE ministers and senior officials.
- Build and maintain relationships with key teams within the DfE responsible for key policy agendas relevant to the CEC (e.g. Careers, Skills, Apprenticeships, Curriculum).
- Take responsibility for ensuring key officials are updated with our progress and respond to and undertake commissions for briefings.

2. Engaging and building policy led relationships across wider Government:

- Work with the DfE's Careers Policy Unit to identify opportunities for cross-departmental engagement on key agendas relevant to the CEC including input into DfE's developing Strategic Action Plan.
- Continue to build relationships in Government Departments (e.g., Business, DCMS, DWP, DLUHC) responsible for key agendas relevant to the CEC (skills and local growth, enrichment, skills and innovation and social justice)
- A key responder on consultations and inquiries by harnessing and coordinating expertise and knowledge from within CEC to develop timely responses and follow up.
- An understanding of the policy space that CEC operates within and an ability to deploy evidence and stakeholder insight expertly to positively engage government and parliamentary stakeholders with a clearly framed point of view.

3. Building and maintaining cross parliamentary support:

- Increase our awareness and support amongst key MPs and Peers (e.g., frontbench spokespeople, select committee members) through a systemised stakeholder mapping, prioritisation and engagement approach.
- End-to-end engagement on strategically vital reports and parliamentary procedures (e.g., select committee inquiries, bill passages and relevant parliamentary debates) to ensure the CEC's progress, data and sectoral position is reflected accurately.
- Identify and build relationships with stakeholders within key offices of Parliament (e.g., Committee Clerks, House of Commons Library).
- Lead engagement and work with policy colleagues on responses to relevant consultations emerging from committees and APPGs across Parliament.

4. Internal team operations:

- Act as CEC's lead for internal government and parliamentary briefing to support CEO and senior colleague visits, meetings and engagements.
- Ensure continuous review and updating of contact management systems and tracking procedures are kept up to date.
- Ensuring there are effective targeting and engagement measures and producing appropriate updates and reports as necessary.
- Undertaking ad hoc research, tasks and project work as arises in support of our team and company strategy to help further the voice of the Company.

From time-to-time the job requires some out of hours and off-site work, for example in attending conferences or travelling to constituency meetings with MPs.

Qualifications and experience required

- Experience in a government relations, policy or public affairs environment. Previous experience of working in a similar role to this one is highly regarded as is experience of working in Parliament and autonomously with parliamentarians or ministers.
- Operational experience of UK political structures, processes and trends.
- Proven experience of engaging through the policy process – (1) developing policy ideas and (2) responding to consultations, strategy development and call for evidence from parliamentary committees.
- Proven ability to engage senior and working level stakeholders and manage political, ministerial and departmental sensitivities.
- A demonstrable understanding of areas related to the education and careers sector; youth policy; and the skills landscape.
- Confident and competent in providing sound counsel for internal SLT and executives.

Skills and core competencies

- First class writing skills with ability to develop briefs that are accurate, concise and compelling.
- Analytical skills – you will be engaging data and evidence generated from CEC’s work and externally, and will be required to interpret findings, make and communicate connections in an understandable and interesting way.
- An ability to think and plan proactively and strategically, with evidence of executing successful influencing strategies.
- Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders.
- Adaptable, resilient, flexible with the ability to deal with complexity, ambiguity and work at pace.
- Excellent time management, attention to detail, and multitasking skills.
- Diplomacy, tact and understanding of others’ priorities to achieve common goals.
- Self-starter and self-sufficient but able to be a team player, working with different colleagues and teams across the Company

Job Profiles are not part of the terms and conditions of employment and may be subject to change.