



JOB DESCRIPTION

Role	Head of Media and External Affairs
Department	External Affairs
Contract	Permanent
Hours	Full time 35 hours a week
Location	Shepherdess Walk, London N1 7RQ
Job Framework Level	Senior Lead
Salary Range	London £54,000 - £60,000
Reports to	External Affairs & Creative Director. This role also works closely with the Chief Executive and wider Executive Team
Direct reports	2 colleagues - Senior Public Affairs and Policy Officer and Press Officer

Purpose of Job

This is an exciting role within the heart of the charity to lead BITC's Media and Public Affairs team. The role involves building and managing key relationships, both inside and outside the organisation, and proactively creating opportunities to increase the visibility and influence of BITC.

Uniquely positioned to build a close working relationship with the CEO and her personal office, this role will see the successful candidate building on the CEO's senior relationships within Government and the Media. This person will support the CEO promoting BITC's work and the issues upon which we campaign, and on which our members take action. The successful candidate will have excellent written and oral skills and will write thought-pieces from the Chief Executive to be placed in the Media or sent to Government. They will also promote the external profile of the Chief Executive in the media and foster a good working relationship with the wider executive team.

Main Responsibilities / Accountabilities

- Overall accountability for the development and business planning of the Media and Public Affairs strategy to support the delivery of the charity's purpose and business plan.





- Foster a close working relationship with the CEO to both write and advise on key external communications and opinion pieces for the Chief Executive.
- Lead and manage the Media and Public Affairs team delivering high performance and impact.
- Cultivate key external relationships with stakeholders in partner organisations, journalists and policymakers who are essential to the delivery of BITC's responsible business strategy.
- Develop and design the external affairs element in projects and campaigns across BITC, working with colleagues and external agencies to set relevant ambitions and deliver increased recognition of BITC by external stakeholders alongside a strong, proactive media profile.
- Be an ambassador for BITC and responsible business at high-profile events, roundtables and meetings.

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.





PERSON SPECIFICATION

Knowledge

Essential

- Expert knowledge of the political and policymaking environments
- High level knowledge of how to approach and manage senior media representatives

Experience

Essential

- Experience of external relationship management and working as part of an External affairs team driving the Media and Public Affairs strategy
- Strong ability to collaborate across other teams within the same organisation, often with conflicting priorities

Skills

Essential

- Excellent written and oral communications and attention to detail with strong ability to be creative and innovative.
- Excellent ability to build and maintain relationships, influence, and network with people at all levels in media, business, and government.
- Ability to lead and manage a team with confidence and to also work independently with minimal supervision.
- Ability to demonstrate inclusive behaviours, tapping into diverse media, listening, and taking feedback from diverse voices, supporting our role as a Beacon of responsible business.
- Excellent organisational, planning, prioritisation and time management skills with the ability to work at pace and under pressure.

Behaviours

- Act in accordance with Business in the Community's values:
Focus : Passion : Collaboration : Pioneering : Integrity





Closing Date 29 August 2024 at midnight

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

What are the benefits of working at BITC?

What are my hours?	The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible.
How much holiday do I get?	Annual leave starts at 25 days per year and after 5 years it goes up 1 day per year until you have 30 days per year.
Will you help me develop?	We provide ongoing learning and development for everyone at BITC.
What about my wellbeing?	We offer 24 hour a day access to free and confidential information, advice, and support through our Employee Assistance Programme.
Are there financial benefits?	We offer an interest free season ticket loan; we also offer membership to the HMRC cycle hire scheme across the UK.
Can I get childcare vouchers?	Yes, BITC participates in the HMRC recognised childcare vouchers salary scheme. Our current provider is Edenred.
Will I be able to save for a pension?	Yes, we operate a group personal pension scheme. BITC will contribute up to 5.5% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension.
What if something happens to me?	Payment of four times the annual salary will be paid to the estate of any individual in the event of death while they are employed at BITC.

