



Job title	Policy and Public Affairs Manager
Reports to	Interim Head of Policy and External Affairs
Direct reports	none
Location	Remote with travel throughout England, Wales and Northern Ireland. Travel will include meetings, events, conferences, regional work, governance and management activities.
Salary	£40-44,000 (Grade 4)
Contract duration	In the first instance this role will be on a fixed term contract until February 2026 (exact date to be agreed with the post holder)

Background

The Chartered Institute of Environmental Health (“CIEH”) is the professional membership, awarding body and public voice for environmental health. We set and raise standards to improve public health, supporting our members and influencing policy.

Our goal is simple: to enable safer, cleaner, and healthier environments for the benefit of people, business and local communities. To do this we develop recommendations for policy makers, set and enforce practice standards, and offer professional support to our members through a range of corporate training, topical events and workshops. In addition, we promote 15Hatfields one of London’s most sustainable conference and events venues.

CIEH is governed by a Board of Trustees that is supported by committees including the Membership, Learning and the Profession Advisory Group that advises the Board and the management team in respect of policy. Governance post holders include Trustees and members of our governance committees.

CIEH Policy work is informed by our Policy Advisory Panels.

Key Relationships: Governance post holders (Board of Trustees, Membership, Learning and the Professional Advisory Group members), CIEH Members, Policy Advisory Panels, Chief Executive, Head of Environmental Health, colleagues across CIEH but especially the Policy and Marketing and Communications teams, ACEHO, EH NI, EH Wales, Local Government

Associations across the three nations, other relevant partner organisations, relevant government Ministers, senior civil servants in England, Wales and Northern Ireland, other external stakeholders.

Role purpose

The primary purpose of this role is to support the delivery of the CIEH policy and public affairs strategy, developing evidence-based policy positions working with subject matter experts.

The post holder will work with members of CIEH's advisory panels and with colleagues to review and refresh CIEH's policy positions across environmental health, ensuring the development of a comprehensive evidence-based set of policy solutions aimed at decision makers in UK, devolved and local government, and implementation guidelines to support environmental health professionals. The post holder will be involved in designing and implementing processes and operational policies that enable CIEH to demonstrate the robustness and credibility of its policy positions. This includes drafting reports and submissions, working collaboratively to ensure that CIEH's policies meet the needs of the profession and the public it serves. The post holder will also be required to communicate CIEH's policy positions to a range of stakeholders through media opportunities, content creation and in-person briefings.

Key responsibilities

Policy

- Support the Interim Head of Policy and Public Affairs to define, develop and implement policies and procedures for the policy team, including implementing the findings from and external review into the operation of CIEH's advisory panels and working closely with these panels
- Initiate, research, develop and drive proactive policy and public affairs projects and campaigns in consultation with the Interim Head of Policy and Public Affairs and wider CIEH team
- Manage and develop evidence-based policy statements, briefings and reports to publication standard for internal and external audiences, including members, parliamentarians, civil servants, local government and journalists
- Monitor legislative, regulatory and policy developments that could impact the membership or the profession. Manage and develop responses to consultations, calls for evidence and inquiries across a range of CIEH issues

- Manage and develop the analysis of relevant debates, reports, statistical releases, select committee inquiries and parliamentary questions – updating, briefing and advising CIEH colleagues and panels as appropriate
- Manage and produce the analysis and distribution of key statistics and research from internal and external data sources relevant to CIEH’s policy aims, working with colleagues and members to do so
- Identify opportunities for research with academic contributors within the advisory panels or wider research landscape
- Ensure that members are supported in the implementation of legislation through the production of guidance materials, collaborating with others as appropriate
- Support the management of key networks including an APPG

Public Affairs

- Work collaboratively with colleagues across the organisation to deliver CIEH’s policy and external affairs strategy, both at UK Government and at devolved administration level
- Manage and build relationships with key public affairs contacts, parliamentarians, and external stakeholders
- Proactively identify influencing opportunities, including events and meetings. Identify appropriate attendees and ensure that they are adequately briefed. Support the design and management of internal and external (eg party conference) events as appropriate
- Horizon-scan the parliamentary and political calendar, identifying opportunities for CIEH to raise its profile and ensuring that CIEH’s stakeholder maps are accurate
- Brief expert members and spokespeople on CIEH’s policy positions

PR/social media

- Support the CIEH press office function to meet identified earned and social media opportunities
- Support with crisis/issues communication as necessary

Stakeholder Management

- Support the development of CIEH’s network of key stakeholders across government, academia, and partner organisations, identifying opportunities for CIEH to enhance its influence and impact
- Build working relationships with CIEH’s expert members, including by holding meetings and using CIEH networks to identify new contacts for policy and campaigning work
- Attend and represent CIEH at events and meetings as necessary with key stakeholders and organisations

- Work with internal stakeholders to ensure that policy development is properly informed and communicated to all audiences

Team working

- Build relationships with key internal colleagues, promoting open and collaborative working

General

- Undertake other appropriate tasks as may be required
- Adhere to CIEH policies and values at all times

Person specification

Essential skills and knowledge

- Educated to degree level or equivalent, in a relevant discipline
- Knowledge of environmental health or current issues in relevant policy areas
- Excellent understanding of central, devolved and local government structures and how to influence within those structures
- Ability to communicate complex issues clearly and persuasively
- Ability to manage multiple priorities, timelines and stakeholders effectively
- Excellent analytical and research skills
- Outstanding verbal and written communication skills
- Confident and flexible; able to prioritise and deliver work at short notice
- A commitment to drive a collaborative culture and develop excellent working relationships across the organisation
- Ability to make considered and appropriate judgements under pressure
- Accuracy and outstanding attention to quality and detail
- Microsoft Office skills

Essential experience

- Proven track record in writing evidence-based policy reports and briefings to publication standard
- Experience in managing relationships and forging consensus among stakeholders with differing points of view
- An appreciation of public policy development and the role of voluntary sector and membership organisations in influencing public policy

CIEH is an equal opportunities employer

March 2025