



Job title	Policy and Public Affairs Officer
Reports to	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	£30,000 (Grade 6)

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 delivery of the CIEH policy and public affairs strategy, developing evidence-based campaigns, working with subject matter experts and maximising the reach of CIEH campaigns.

The post holder will work with members of CIEH's advisory panels and with colleagues to ensure that CIEH's agreed policy positions are reflected in briefings, responses to government, parliamentary consultations and media opportunities (as identified by the PR and social media officer). They will ensure that CIEH is kept up to date with policy and research developments affecting environmental health, and understands opportunities arising from these. They will develop content in support of CIEH campaigns. On a day-to-day basis they will manage and monitor the team's processes relating to corporate reporting, content management, stakeholder mapping and intelligence gathering.

This is a role for someone who is keen and eager to develop a professional journey in policy and external affairs.

Key responsibilities

- Planning and organisation in conjunction with the Head of Policy and External Affairs and other colleagues
- Support in collating information which feeds into CIEH policy documents such as consultation responses, policy position statements, parliamentary briefings, press releases etc
- Horizon scanning and report on policy developments and potential opportunities for policy developments
- Liaising between the policy and events/conferences teams to ensure that content is based on policy outputs
- Providing a monthly report on policy and events activities to support reporting from the directorate
- Ensuring relevant areas of the CIEH website are current with directorate activities
- Organising meetings with key stakeholders
- Working with the Marketing and Communications team to ensure that all messaging and creatives are in line with current campaign elements and administering updates as needed
- Updating policy pages on the CIEH website using the CMS

- Working with the Policy manager to ensure that systems to support the advisory panels are operating effectively (ie teams sites set up and handed over to panel secretary)
- Briefing and co-ordinating design elements including copywriting and proofreading to meet requirements as necessary and in alignment with budget/delivery timescales
- Ensuring proper CRM records are kept, whether within CIEH's CRM or other platform
- Acting responsibly with data held by CIEH which you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer
- Undertaking ad-hoc work compatible with the post holder's status/experience as required
- Contributing to the CIEH events tracker

Team working

- Motivating self and project team/colleagues and foster effective working relationships with internal clients/business partners
- Working closely with relevant CIEH teams to assist with development of concepts and plans and to ensure that relevant insight is utilised
- Complying with and promoting CIEH's core values and behaviours, HR and health and safety policies and practices at all times
- Seeking, and where appropriate, implement opportunities for improvement of internal processes in order to improve team efficiencies, performance and working practices

Person specification

Essential knowledge and skills

- 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 use data to inform results and maximise performance
- Creative copywriting and excellent proof-reading skills with a highly developed attention to detail
- 'Can do' attitude, positive disposition and the ability to come up with new ideas and put them into practice
- Ability to make considered judgements under pressure with a highly organised approach to your work
- Ability to multi-task and experience of project management
- A team player, with the confidence and ability to work with different stakeholders both within and outside CIEH

- Proven Microsoft Office skills

Essential experience

The following are essential qualities/skills in the post-holder:

- Experience of providing organisational support within a busy team
- Relevant campaign experience, assisting in the creation and execution of integrated campaigns
- Experience using web content management systems to publish and manage digital content

CIEH is an equal opportunities employer

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