



Backing
community
business

Job description for the role of External Affairs Officer

- Location:** This role may be based in our London or Bristol offices or from home, but it will involve some travel for in-person meetings and events on occasion (the frequency will depend on your role and will be in discussion with your line manager).
- Hours:** 35 hours per week. We have flexible working practices and would be happy to discuss these with you.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £36,339 (£39,839 where the role holder resides within the M25).

Power to Change is the think-do tank that backs community business. We turn bold ideas into action so communities have the power to change what matters to them. We know community business works to build stronger communities and better places to live. We've seen people create resilient and prosperous local economies when power is in community hands. We also know the barriers that stand in the way of their success. We're using our experience to bring partners together to do, test and learn what works. We're shaping the conditions for community business to thrive.

To do that, we need strong relationships in politics and in government at a time where there is an exciting opportunity to shape the conditions for community business to thrive. The External Affairs Officer will provide essential support across the organisation by identifying key stakeholders and determining the most effective tactics to build and maintain relationships in both politics and government. This includes monitoring parliamentary and political developments to spot opportunities, drafting high-quality briefings, articles and press releases, as well as coordinating politically-focused events, such as those held at party conferences.

Deadline for applications: 9am on Tuesday 5th November

How to apply: [Apply via Applied.](#)

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview, please email recruitment@powertochange.org.uk. You do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required. If you have any questions about how Power to Change is an equal opportunities employer please contact our Strategy and Culture Manager, James on recruitment@powertochange.org.uk.



JOB DESCRIPTION

Role title	External Affairs Officer
Reports to	Policy Manager (Advocacy)
Role purpose	The External Affairs Officer will provide essential support across the organisation by determining the most effective tactics to build and maintain relationships in both politics and government, including through relationships with allies, political influencers, and media. This includes monitoring parliamentary and political developments to spot opportunities, drafting high-quality briefings and articles, and coordinating political outreach and politically-focused events, such as those held at party conferences.
Role responsibilities	<ul style="list-style-type: none"> • Provide high level support to the Policy Managers across policy and public affairs priorities. • Remain informed about political trends and schools of thought across the political spectrum to get a more nuanced understanding of political trends • Monitor the parliamentary, political, and media landscape to identify opportunities to engage with new and existing allies, and to land press coverage. • Work with the Policy Managers to produce internal briefings to support our policy and public affairs work (such as event briefings and speaking notes). • Work with the Policy Managers to produce compelling and politically attuned blogs, op-eds, reports and briefings for external stakeholders • Work with the Policy Managers to devise engaging ways of promoting findings from policy research and pilot projects and clearly communicating our policy positions to policy and political stakeholders. • Map and develop tactics to engage with external stakeholders – including politicians, political influencers, and relevant media – working with colleagues across the organisation to maintain and build relationships with these stakeholders. • Generate ideas for events and work with colleagues in the Policy and Insight team to plan, deliver and manage them on the day, including at the party conferences. • Work with colleagues in communications to engage with the press, for example by generating ideas for news stories, op-eds, and assisting with drafting press releases and pitching stories. • Work with the Strategy and Culture team to improve and embed operational processes in our activities.



	<ul style="list-style-type: none"> • Work with the Insight Manager to ensure our outputs are evidence-based. • Work with the Portfolio Management team to ensure our outputs from demonstrators, such as events or reports, are aligned with Power to Change's ambition to influence national policy.
<p>Organisation responsibilities</p>	<ul style="list-style-type: none"> • Represent Power to Change, attending events, monitoring developments, and providing visibility through social media content, blogposts and analysis. • Embed and continue to review diversity, equity, and inclusion into our work. • Be an active and engaged colleague, taking part in support and learning activities. • Provide ad-hoc assistance to other team members as required. <p>This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.</p>

PERSON SPECIFICATION

<p>Skills and experience</p>	<ul style="list-style-type: none"> • Knowledge of policymaking and the UK policy landscape. • Political awareness and an ability to tailor messages for different political audiences. • Previous experience of stakeholder engagement approaches. • Excellent time management and ability to work on multiple projects effectively. • Proficient at building and maintaining good working relationships internally and externally. • Ability to write to a high standard and to communicate persuasively with a wide variety of stakeholders • Good levels of accuracy and attention to detail. • Willing to work flexibly and fluidly. • Analytical in approach, able to quickly gain an understanding of complex work with confidence to ask for help. • Good understanding of and experience of working in the social enterprise, community business or think tank sectors.
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We apply our values to everything we do:

We are **open**: We will seek partners and allies beyond the community business sector to better help the community business model go mainstream, and will be open about our learnings as we test and discover new approaches to community-led resilient places.

We are **bold**: Our plans are ambitious, and we will continue to enter markets where we see community businesses could thrive, and boldly speak to decision makers alongside community businesses.

We are **informed**: We will continue to work closely with community businesses and be informed by their lived experience and needs. We will approach new challenges with fresh eyes and take an evidence-led approach before rolling out solutions.

We are **collaborative**: We will continue to work with existing partners and new ones, drawing on each other's skills to achieve what we couldn't do alone.

We are **authentic**: We will integrate the priorities that we have for community businesses into our own practice. We will aim to advance dignity, justice and belonging in our own organisation, become climate positive, actively embrace digital transformation, and continuously build our own capacities in many areas.

