



Public Affairs Officer Job Description and Person Specification

Runnymede, the UK's leading race equality think tank, is currently recruiting a full-time Public Affairs Officer to start as soon as possible.

Salary: £25,000 - £27,000 p.a according to experience

Contract Type: Permanent (after 3 month probation period)

Terms: Terms and conditions detailed in Contract of Employment include 25 days annual leave (pro rata), plus the days falling between Christmas and New Year; an employer's pension contribution of 2% after one year's continuous service.

Hours: Full time (35 hours per week)

Location: 7 Plough Yard, London EC2A 3LP

Deadline: 9am Monday 11 February 2013

Interviews: 18th February 2013

The successful candidate will be responsible for raising awareness in parliament of racial equality issues and influencing policy accordingly. They will achieve this through formulating a new three year public affairs strategy in partnership with the Director, monitoring parliamentary developments, building relationships with parliamentarians and key voluntary sector organisations, responding to government and select committee enquiries and coordinating the All Party Parliamentary Group on Race and Community.

The post requires someone with strong organisational skills with the ability to manage a diverse workload; excellent literacy skills as the post requires the holder to produce letters, reports and publications; and very strong interpersonal communication skills. The ideal candidate will have demonstrable experience in working in a public affairs or policy environment, with an understanding of UK politics and parliamentary process and a strong commitment to equal opportunities and social justice.

To apply, please return your completed application and equal opportunities monitoring forms to info@runnymedetrust.org on or before 9am on Monday 11th February 2013. Applications made without the application form will not be considered.

Job Description:

The main responsibilities of this position are:

- To coordinate the All Party Parliamentary Group on Race and Community;
- To run an inquiry each year on behalf of the All Party Parliamentary Group, including drafting inquiry reports on behalf of the group;
- To formulate a new three year public affairs strategy in partnership with the Director and Head of Policy;
- To raise awareness in parliament of racial equality issues and influence policy accordingly;
- Monitor parliamentary developments and make impactful interventions when appropriate;
- To build and maintain relationships with parliamentarians;

- To respond to government consultations and select committee inquiries;
- Ensure key ministers, politicians and senior civil servants are made aware of Runnymede's research findings where relevant for policy and legislation;
- To build relationships with key community/voluntary sector organisations nationally to enable effective campaigning and scrutiny of parliament.

Other duties will include:

- Represent the Trust at meetings and conferences as requested by the Director;
- Co-ordinate all activities within a fixed budget, seeking approval for any non-routine expenditure through appropriate procedures;
- Undertake own administration including correspondence, systems, filing and photocopying.
- Undertaking any other duties falling within the scope of the work,
- Engaging with broadcast, print and social media
- Recruiting and managing interns.

Person Specification

Required:

- Excellent organisational skills with the capability of managing a diverse workload
- A commitment to race equality and equal opportunities
- Ability to prioritise and work to tight deadlines without administrative support
- Strong interpersonal communication skills, including the ability to handle a wide range of contacts with tact and persuasiveness, in particular parliamentarians
- Meticulous and consistent attention to detail - the post-holder will be required to produce accurate, high standard letters, reports and publications
- The ability to maintain a high level of confidentiality on policy, strategy and other such matters
- The ability to work as part of a small dedicated team
- Excellent understanding of the UK parliament and politics
- Ability to write effective parliamentary briefings
- Ability to apply evidence from research and practice to develop policy recommendations
- Ability to explain complex issues in accessible language
- Ability to draft parliamentary questions, Early Day Motions and other parliamentary means of influencing legislation
- Excellent verbal communication skills
- Experience of organising events in parliament
- Experience working in a public affairs or policy environment
- Experience of reacting creatively to time and budgetary restrictions

Desirable:

- Experience of working on race and/or social justice issues