

## **Job Description**

<b>Job title:</b>	<b>Public Affairs and Policy Manager</b>
<b>Salary range:</b>	<b>£41,000 - £46,000 per annum</b>
<b>Reporting to:</b>	<b>Head of Campaigns and Public Affairs</b>
<b>Location:</b>	<b>Home based</b>
<b>Budget responsibility:</b>	<b>Yes</b>
<b>Management responsibility:</b>	<b>Yes – Public Affairs and Campaigns coordinator</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Contract:</b>	<b>Permanent</b>

### **MAIN PURPOSE OF JOB**

To drive forward the Living Streets public affairs strategy and extend our influence with key audiences and decision makers. The role will be responsible for delivering on our Theory of Change to influence policy making at a UK and regional level, as well as managing campaigns and policy work.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Working with the Head of Campaigns and Public Affairs, develop a UK and regional public affairs plan to deliver organisational objectives, and roll out the operational plan.
- Manage and develop our relationship with key elected representatives, stakeholders and partners, for example DfT, ATE and Combined Authorities.
- Develop our influence with key Government departments and increase our influence in target areas.
- To maintain an overview and understanding of the policy landscape including transport, air quality, planning, environment and education. And manage development of policy positions and reports.
- Work with colleagues to ensure we produce evidence-led policy positions on key areas affecting walking and wheeling.
- Working with regional and devolved colleagues, ensure that the charity is effectively considering relevant aspects of devolution.
- Lead on the development and delivery of appropriate influencing plans.
- Organise events to support advocacy or campaign objectives and produce policy materials such as consultation responses and briefings.

- Represent the organisation at national and regional levels, including participation in key steering groups, taskforce groups and partner-led coalitions.
- Act as a media spokesperson, and alongside our Communications team identify media and marketing opportunities.
- Manage the creation and identification of appropriate sources of additional funding/resources, through public affairs networks.
- Manage the Public Affairs and Campaigns Coordinator to ensure effective delivery of objectives and delivery plans and ensure public facing campaigns are rolled out successfully.

### **Department**

- Be an active contributor to the External Affairs and Fundraising Department and attend team meetings.
- Champion the development of the department wide initiatives that support accessibility, equity and inclusion across our platforms and events.
- Occasional out of office hours work and occasional travel within the UK will be required.

### **Organisation**

- Adhere to Living Streets policies and procedures, working within communications and wider protocols, maintaining good liaison with other teams across the organisation.
- Be an ambassador for Living Streets at public-facing events and in all dealings with partners, funders, wider stakeholders and the general public.
- Champion the Living Streets corporate brand, messages, campaigns and communications initiatives to raise the profile and impact of Living Streets.
- Contribute to staff meetings and internal communications.
- Support fellow staff and provide internal mentoring and training to others where appropriate.
- Undertake other duties from time to time, as requested by the line manager/Department Director/Chief Executive.

## Person specification

Applicants must be able to demonstrate:

Criteria (all criteria essential unless otherwise stated)	From application (✓)	At interview (✓)
<b>Experience</b>		
Demonstrable experience of working within and influencing change in an area of public policy	✓	✓
Experience of developing advocacy or campaigns plans that have achieved demonstrable change.	✓	✓
<b>Knowledge and skills</b>		
Ability to be administratively self-supporting and work remotely with other team members.	✓	✓
Ability to build and maintain trust with a network of key stakeholders (at all levels), commanding respect and inspiring confidence.	✓	✓
Project and line management skills and ability to develop, manage and report on plans.	✓	✓
Skilled communicator at all levels (in writing and in person).	✓	✓
Experience of public speaking including as a media spokesperson ( <b>Desirable</b> )	✓	✓
Knowledge of either health, transport, environment or education, including local and national government.	✓	✓
<b>Personal</b>		
Political nous and the ability to respond to external changes.	✓	✓
Ability to work flexibly, including occasional travel or evening and weekend working.	✓	
Commitment to equality, diversity and inclusion, and the ability to apply Living Streets's Equality, Diversity and Inclusion Policy in practice.	✓	✓
Understanding of, and commitment to, the agenda of Living Streets.	✓	✓
Positive, 'can do' approach to tasks	✓	✓