

## Head of Policy and Public Affairs, UK Safer Internet Centre - Job Description

Title:	<b>Head of Policy and Public Affairs, UK Safer Internet Centre</b>
Location:	Remote working, with travel to London and nationally including partner offices in Cambridge, Exeter and SE London
Salary:	£52,500 pa
Contract duration:	2 years from Sept 2022
Prime responsibility:	<p>To develop and deliver the national policy and public affairs strategy for the UK Safer Internet Centre (UKSIC).</p> <p>To enhance the reputation and awareness of the UK Safer Internet Centre (UKSIC) with a focus on policy within the UK, being mindful of the European and international contexts.</p>
Accountable to:	UKSIC Directors (x3)
Key duties:	<p><b>A central policy and public affairs function:</b></p> <ul style="list-style-type: none"> <li>● To establish the central policy and public affairs function of the UKSIC, embedding working processes and practices to ensure the positions of all three consortium partners are included.</li> <li>● Establish strong working relationships with the three UKSIC Directors, including developing sign off procedures.</li> <li>● To create the single policy voice, uniting all three consortium partners.</li> <li>● Capitalise on, and establish opportunities to engage and learn from each consortium partner to inform your work and the UKSIC policy lines.</li> <li>● To manage the UKSIC press officer and work closely with them to ensure the press strategy complements policy aims.</li> <li>● To brief and advise the UKSIC Directors and other staff regarding political developments and initiatives which may affect the UKSIC.</li> </ul> <p><b>Policy and Public Affairs strategy:</b></p> <ul style="list-style-type: none"> <li>● To develop and execute the public affairs (PA) strategy for the UKSIC, ensuring it dovetails with other elements of the UKSIC strategy and business plan, and communications strategy.</li> <li>● To follow and input into policy (i.e. legislative) developments relevant to the UKSIC in the UK and where necessary other markets of relevance.</li> <li>● To identify and engage with relevant politicians and decision-makers.</li> <li>● To participate in relevant platforms, forums, and working groups within the UK.</li> </ul>

	<ul style="list-style-type: none"> <li>● To present to influential audiences and carry out media interviews where required.</li> <li>● To work with and advise other teams and individuals within the consortium regarding communications with our political supporters.</li> </ul> <p><b>Reputation:</b></p> <ul style="list-style-type: none"> <li>● To plan and organise events as required to meet UKSIC organisational and communications objectives.</li> <li>● To be a UKSIC spokesperson at events, presentation opportunities and in the media.</li> <li>● To communicate the work and successes of the UKSIC among different target groups, enhance reputation and increase understanding of the UKSIC.</li> <li>● To respond, where appropriate, to criticism using sensitivity and sound judgement taking into consideration the political and social context in which the UKSIC operates.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>● To manage a budget where necessary.</li> <li>● Some national and international travel will be required</li> <li>● To work flexibly where required with some unsociable or weekend working on occasions.</li> <li>● To give support to colleagues throughout the consortium and aid communications colleagues responsible for other disciplines.</li> <li>● To support a positive working environment.</li> <li>● To represent the UKSIC externally as appropriate.</li> <li>● To carry out other duties as may be requested by the UKSIC Directors.</li> <li>● To adhere to requirements of relevant legislation (i.e., Health and Safety, Data Protection).</li> </ul>
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**PERSON SPECIFICATION**

<b>Competence</b>	<b>Requirements</b>	<b>Criteria</b>
Educational qualifications	Educated to degree level Evidence of continued self-development in the area of public relations and/or public affairs	Essential Desirable
Experience	At least five years' public affairs and policy experience Experience working directly with UK or EU policy-makers Experience of the UK Safer Internet Centre area of market activity Experience of planning and implementing policy and public affairs programmes Evidence of measurable successes in previous role(s) Politically aware Evidence of working with national and specialist media, giving interviews/writing comments	Essential Desirable Desirable  Essential  Essential Essential Desirable
Skills, abilities and knowledge	A strategic and creative thinker High level of written and verbal communications skills Ability to work under pressure and to manage competing deadlines and demands Ability to grasp complex issues Familiar with Word, Excel and PowerPoint	Essential Essential Essential  Essential Essential
Personal qualities	Highly motivated and flexible Able to work constructively with CEO, senior managers, Board members and staff Able to command the respect and co-operation of internal and external professional colleagues Customer focused Sound judgement Tact and diplomacy Able to present a case persuasively to senior colleagues and external audiences Performance driven	Essential Essential  Essential  Essential Essential Essential Essential Essential