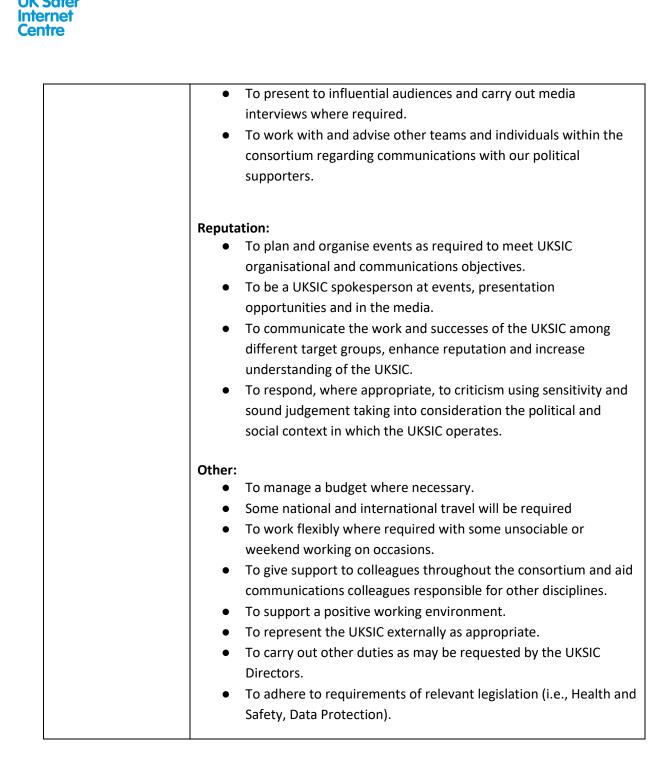
Title:	Head of Policy and Public Affairs, UK Safer Internet Centre	
Location:	Remote working, with travel to London and nationally including partner	
	offices in Cambridge, Exeter and SE London	
Salary:	£52,500 pa	
Contract duration:	2 years from Sept 2022	
Prime responsibility:	To develop and deliver the national policy and public affairs strategy for the UK Safer Internet Centre (UKSIC).	
	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.	
Accountable to:	UKSIC Directors (x3)	
Key duties:	A central policy and public affairs function:	
	• 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.	
	• Establish strong working relationships with the three UKSIC	
	Directors, including developing sign off procedures.	
	• To create the single policy voice, uniting all three consortium	
	partners.	
	<ul> <li>Capitalise on, and establish opportunities to engage and learn</li> </ul>	
	from each consortium partner to inform your work and the UKSIC	
	policy lines.	
	• To manage the UKSIC press officer and work closely with them to ensure the press strategy complements policy aims.	
	• To brief and advise the UKSIC Directors and other staff regarding	
	political developments and initiatives which may affect the	
	UKSIC.	
	Policy and Public Affairs strategy:	
	• 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.	
	• To follow and input into policy (i.e. legislative) developments	
	relevant to the UKSIC in the UK and where necessary other	
	markets of relevance.	
	<ul> <li>To identify and engage with relevant politicians and decision-</li> </ul>	
	makers.	
	<ul> <li>To participate in relevant platforms, forums, and working groups</li> </ul>	
	within the UK.	

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



## PERSON SPECIFICATION

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