

**BUSINESS
LDN**



**JOB DESCRIPTION
PUBLIC AFFAIRS MANAGER**

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| Reporting to | Director of Communications and Campaigns |
| Team | Communications and Campaigns |
| Contract Type | Maternity cover (9 months) |
| Working Pattern | Part Time, 4-days p/w |
| Salary | £47,000 pro-rated |

We're delighted you're considering joining us at [BusinessLDN](#). We offer a fantastic place to work with plenty of employee-focused benefits. As part of an inclusive and healthy work life balance approach, we have a hybrid working approach with staff required to be in the office a minimum of two days a week.

ABOUT THE ROLE

This role will involve strengthening BusinessLDN's relationships with key political stakeholders – including the Government, London MPs, the Mayor, borough leaders and London Assembly members.

Delivering BusinessLDN's day-to-day public affairs and stakeholder engagement activity, the post holder will work closely with colleagues across the policy, communications and campaigns team in delivering our engagement strategy. In a nutshell, we want to ensure that: opportunities to influence stakeholders on our priorities and campaigns are identified and delivered; messages are tailored to a political audience; our asks are clear and compelling; our members have a good view of our activity; broader stakeholders are engaged; and activity is tracked accurately to identify where we are performing well and not so well.

ABOUT THE CANDIDATE

You will be excited about working with key figures across London's political spectrum to help deliver our mission. As a highly organised and motivated person, you will be comfortable working closely with senior figures both internally and externally to deliver our political engagement strategy. This will require strong communications skills and an ability to deliver good quality outputs at pace in a busy role.

ABOUT BUSINESSLDN

At BusinessLDN, our mission is to make London the best city in the world in which to do business, working with and for the whole UK. We work to deliver the bigger picture, campaigning to tackle today's challenges and to secure the future promise of London. We harness the power of our members, from sectors that span the economy, to shape the future of the capital so Londoners thrive and businesses prosper. We support business to succeed — locally, nationally, globally. We link up with other cities around the UK, to ensure the capital supports a thriving country. We campaigned for the creation of the office of London Mayor and Transport for London, for the Elizabeth Line, for congestion charging, and we incubated Teach First.

KEY RESPONSIBILITIES FOR THIS ROLE

- Deliver stakeholder engagement plans for priority projects and campaigns, ensuring effective outreach.
- Secure meetings with relevant politicians and producing briefings for the Chief Executive and Deputy Chief Executive's meetings programme in collaboration with the Policy Team.
- Identify speakers to approach for BusinessLDN flagship events, engaging them in our offer, briefing speakers and monitoring our speaker programme.

- Delivering events that bring together members with political stakeholders e.g. roundtables and receptions. Briefing the Chief Executive, Deputy Chief Executive and stakeholders ahead of these events.
- Lead on day-to-day delivery of BusinessLDN's political party conferences programme.
- Deliver our programme of borough leader events, in collaboration with the events team.
- Horizon-scanning and monitoring of external, public affairs, and stakeholder activity, identifying opportunities to engage stakeholders in Westminster, Whitehall, City Hall, think tanks, etc.
- Identify opportunities to brief key stakeholders on our asks and to have BusinessLDN's positions referenced in Parliament.
- Provide quarterly statistics and overviews of stakeholder engagement for Board reporting.
- Manage external political monitoring account and ensuring prompt circulation of key alerts for reaction.

THE SKILLS YOU WILL POSSESS

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| Excellent and proven written and verbal communication skills | ✓ | |
| Highly organised with excellent time management skills and the ability to operate effectively and efficiently on own initiative in a fast-moving environment | ✓ | |
| Understanding of the UK Parliamentary and political system as well as London government | ✓ | |
| Proven experience of public affairs/stakeholder relations management | ✓ | |
| A team player – able to work with colleagues at all levels, demonstrating an ability to multitask and work to different deadlines, whilst maintaining strong attention to detail | ✓ | |
| Experience of delivering a range of formats (Budget submissions, consultation responses, MP letters, Parliamentary Questions) | | ✓ |
| Experience of understanding complex policy/technical content and translating that into compelling, digestible content for stakeholders | | ✓ |