

Public Affairs Officer

FEBRUARY 2017
JOB DESCRIPTION



Public affairs officer

Salary: £25,000 pa inclusive of location allowance

Central London, WC1

Closing date: 23 March 2017

Interviews: 29 March – 5 April 2017

Anticipated start date: April/May 2017

About the role

This is an exciting role to increase the impact of AMRC's public affairs work, supporting the policy and public affairs team and engaging with our members to coordinate effective public affairs and media responses.

About you

Excellent communication and interpersonal skills are essential. You will be highly-organised, educated to degree level with ability for grasping and communicating complex issues. You'll need to be self disciplined, adaptable and able to thrive in a busy environment with lots of challenges. Experience and understanding of the role of medical research charities and the biomedical research environment in the UK are desirable, but not essential.

This job may suit someone with experience of the UK parliament or in a public affairs role, looking to rapidly develop their skills and experience in policy and public affairs.

About AMRC

The Association of Medical Research Charities (AMRC) is the national membership organisation for the health and medical research charity world, influencing the policy and research environments by harnessing the collective strengths of our members, to demonstrate the sector's positive impact on health and wellbeing.

We work with a range of opinion formers in the government, industry and academia, to ensure the best possible environment for health and medical research charities in the UK, so patients benefit from the fruits of research.

How to apply

Please send your CV and a covering letter, explaining what makes you a strong candidate for this role, to Nisha Taylor at n.tailor@amrc.org.uk. If you have any questions about the role or wish to have an informal conversation, please contact Nisha.

Role of the public affairs officer

Reporting to:

Head of Policy and Public Affairs

Responsible for:

Delivering public affairs activities; coordinating the All-Party Parliamentary Group on Medical Research and supporting policy activities for AMRC.

Overall objectives:

- Undertake public affairs activities to increase AMRC policy impact
- Coordinate the APPG on Medical Research
- Support the medical research charity sector

Relationships

- AMRC is a small team and good communication between all team members is essential to working productively.
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Public affairs officer

- Stakeholders – build up relationships with public affairs and press leads at our member charities and related organisations.
- Manage relationships with parliamentarians and civil servants.

Key responsibilities

- Support the head of policy and public affairs to develop plans for publicising AMRC projects and activities to policy-makers.
- Respond quickly and efficiently to enquiries.
- Build relationships with public affairs leads among the AMRC membership and work with the policy and public affairs team to share information and provide any tailored support required through AMRC's policy networks including the public affairs working group (PAWG).
- Coordinate the APPG on Medical Research, arranging a number of high-quality parliament events and other engagement activity.
- Support the head of policy and public affairs to identify and meet with key individuals to promote AMRC's policy and public affairs work at a devolved, UK and EU level.
- Conduct political and media monitoring for the AMRC team.
- Support AMRC media engagement.
- Work with the AMRC team to identify data and develop case studies to support AMRC policy and media work
- Work with the AMRC team to draft briefings and copy for AMRC's website and blog on policy issues

General

- Maintain customer relationship management (CRM) database and networks to support public affairs work.
- Office administrative support and other duties as needed.

Person specification

Education and experience	
Graduate	E
Experience of working with the Parliament or in a public affairs role	E
Skills	
Excellent written and oral communication skills	E
Ability to work in a team	E
Organised, with good time management skills and ability to prioritise competing demands.	E
Ability to work methodically and accurately with excellent attention to detail	E
Good interpersonal skills, able to work well with colleagues to exploit understanding of interrelated information	E
Positive attitude to work, open to learning and new ways of working	E
Analytical, good IT skills	E
Willingness to work flexibly when required	E
Experience and proven ability to speak with policy makers/journalists	D