



Role Profile

The Role			
Role Title:	Public Affairs Manager (Westminster)	Reporting to (job):	Senior Public Affairs Manager
Legacy job titles covered by this role profile:	Senior Parliamentary Advisor	Jobs that typically report into this role:	N/A
Function / Org Unit	Advocacy & Campaigns	Job Number:	ERHC3
Base and travel	This role will involve a mixture of home and office based working with some travel around England with some overnight stays as well as working at events, conferences, etc some evenings and at weekends.	Band (<i>to be assigned by Reward</i>)	LC
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Individual contributor
Number of dotted line reports	0	Budget (Operating/Capital)	£500 spend and has a company credit card with a limit of £1000 per month.
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	The job holder is expected to attend meetings with different politicians, civil servants and decision makers as well as other organisations and make decisions about whether the RSPCA can support or oppose the issues being discussed, this can include work on joint-campaigns and amendments to legislation.

			<p>The job holder is responsible for identifying suitable and timely opportunities for holding events in and around Westminster to influence decisions concerning animal welfare and the complete project management of these events.</p> <p>The job holder is responsible for ensuring the reputation of the RSPCA amongst Westminster stakeholders is protected through meetings, events, briefings and reports.</p> <p>The job holder is responsible for ensuring any databases holding sensitive contact information are kept securely and up to date.</p> <p>The job holder is responsible for ensuring the public sector section of the Political Animal Website is accurate, current and up to date.</p>
Working Environment	<p>The job holder will be attending UK Government and Parliament buildings to attend meetings, conferences, etc with the associated risks and security of attending such establishments.</p> <p>The nature of the role means that the job holder will, from time to time, attend meetings or take telephone calls from confrontational members of the public and external stakeholders</p> <p>DSE User</p>		
Role Purpose	<p>To manage, develop and promote the RSPCA's relationship with MPs, Peers, Government departments, civil servants and researchers in Westminster including devising and communicating policy, and managing the events programme for Westminster stakeholders. Ensuring the RSPCA's campaign and animal welfare objectives are communicated appropriately.</p>		

Principal Accountabilities	<p>Build a strong relationship between the RSPCA and MPs, Lords, Ministers, civil servants and researchers through timely briefings, targeted events and meetings, as well as responses to communications to influence policy development and support for different initiatives and the RSPCA brand more generally.</p> <p>Represent the RSPCA at meetings with elected members and civil servants especially where policy interpretation may be required and support senior management at meetings with Ministers.</p> <p>Ensure relevant primary and secondary legislation as well as government policy supports RSPCA policy, objectives and campaigns on animal welfare issues. Work with politicians, civil servants and lawmakers to ensure such legislation is passed by both Houses of Parliament.</p> <p>Monitor and where appropriate act to ensure that other legislation, inquiries and policy development that may indirectly impact on the RSPCA is communicated to the Society, for example inquiries into charity law, fundraising, data protection, etc, are concluded in line with RSPCA interests and positions.</p> <p>Coordinate the RSPCA's response to relevant consultations and inquiries and ensure a central log is maintained for reference purposes. Including discussing our response with relevant politicians and civil servants.</p> <p>Provide strategic advice to senior management within the RSPCA as requested, concerning developments and the working of Westminster. For example advising on tactical approaches for campaigns such as debates, petitions, drafting parliamentary questions, etc.</p> <p>Develop and implement an annual parliamentary events programme including targeted drop-in events for politicians, briefing sessions and attendance at the political party conferences as necessary. Manage the budget for these events.</p> <p>Regularly brief and manage the support and work of the team's monitoring agency to ensure work is produced in a timely manner.</p> <p>Advise all members of staff (and branches and trustees where appropriate) of the RSPCA's annual public affairs strategy and encourage them to follow an ethical, legal and good practice approach.</p>
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Key Interfaces	<p>The job holder is expected to communicate effectively with all members of staff and volunteers (including trustees on occasion) as necessary. This can range from junior team members through to senior management and will largely be to advise on parliamentary and Westminster matters, input to campaign/strategy objectives or assist with drafting briefings, reports, etc. The job holder will also influence support for work streams from other teams within the organisation.</p> <p>The job holder is responsible for ensuring the RSPCA's relationship with MPs, Peers, Ministers, civil servants and researchers is managed effectively and therefore will communicate with them on a regular basis. This may be either written or in person. Additionally the job holder can represent the position of the RSPCA at meetings in Westminster presenting both oral and written evidence.</p> <p>The job holder represents the RSPCA (along with technical support as necessary) on various working groups concerning legislation and policy development. The post holder negotiates the position of the RSPCA with partners from other NGOs and organisations for example in the development of laws or how best to influence MPs over a particular issue.</p> <p>The job holder will communicate the response of the Society to specific events in the local media in collaboration with the press office.</p>
The Person	
Personal Attributes and Key Competencies	<p>Excellent interpersonal and communications skills</p> <p>The ability to build strong working relationships</p> <p>Good level of IT skills - in particular working with google suite</p> <p>Attention to detail and ability to work to tight deadlines</p> <p>Be capable of operating independently with the ability to work under own initiative, prioritise work and be flexible in their approach</p>

	A strategic thinker and effective networker and influencer, with a track record of developing, managing and delivering successful influencing campaigns.
Essential Key Skills, Qualifications & Experience	<p>Degree or equivalent experience</p> <p>Solid understanding and working knowledge of the Houses of Parliament and policy development</p> <p>Ability to deal sensitively with politicians from all political parties</p> <p>Ability to interpret policy and act impartially</p>
Desirable Key Skills Qualification & Experience	<p>Demonstrable experience of working in public policy, public affairs, public relations, or political work</p> <p>Previous experience in an animal welfare field</p> <p>Interest in animal welfare and/or current affairs issues</p>
Personal commitment to:	<p>Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals.</p> <p>Take care of their own health and safety and that of others who may be affected by their acts and omissions.</p> <p>Uphold the RSPCA's core values</p> <p>Cooperate with Society policies and procedures</p> <p>Understand and comply with any Society Code of Conduct</p>
RSPCA Core Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p>

We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times

We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.

We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.

We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.

We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.