

Role profile: Policy and Public Affairs Manager

Role title: Policy and Public Affairs Manager	Responsible to: Head of Policy and Public Affairs
Team: Policy and Public Affairs	
Purpose of role: <p>Support the Head of Policy and Public Affairs in the effective leadership and management of BVA's Policy and Public Affairs activity.</p> <p>Develop and maintain effective relationships with policymakers and key stakeholders to enhance the reputation and influence of the UK veterinary profession.</p>	
Key responsibilities: <ul style="list-style-type: none"> • Support the Head of Policy and Public Affairs in the delivery of the Association's overall public affairs strategy, devising and implementing issue specific campaigns, as required. • Monitor political and public affairs activity across the four governments/parliaments/assemblies of the UK and take timely, appropriate action • Provide effective and timely public affairs support & advice to BVA Officers, branches, divisions and other internal stakeholders, including analysis and commentary and the identification of potential opportunities and threats. • Research and draft parliamentary briefings, letters, consultation responses and other materials to support BVA's policy and public affairs work • Brief Officers/BVA spokespeople to support them in delivering lobbying activities, including ministerial and parliamentary meetings and appearances before committees • Oversee, in close liaison with the Head of Policy and Public Affairs, a range of single-issue policy working groups. • Research, build, and maintain relationships with key parliamentarians across the UK and manage the BVA programme of honorary members and associates • Lead on BVA's calendar of lobbying events (dinners, receptions, and briefings), maintain relevant invitation lists, source speakers, and prepare Officer and staff briefings. • Identify opportunities and develop resources to engage members and volunteers in BVA lobbying activities, and draft communications to feedback lobbying activity and successes to the wider membership. • Build strategic relationships with key stakeholders, both internal and external, to facilitate collaborative working on priority campaign areas. • Undertake other duties as required by the Head of Policy and Public Affairs, including leading internal meetings and processes and representing BVA at external events. 	

People management:

- No direct line management responsibilities, but extensive liaison with BVA Officers and colleagues in the policy and public affairs, media, and marketing/events teams, including leading on specific projects
- Informal management and support of BVA volunteers undertaking policy and public affairs activities, such as Branch and division officers
- External liaison with stakeholders (including divisions, affiliates, and international organisations) and parliamentary and government contacts

Financial resources:

- Manage the budget allocation to deliver public affairs activities, including events
- Advise the Head of Policy and Public Affairs on budgetary requirements and support in the annual negotiations with service providers
- Process volunteer expenses for public affairs activities

Knowledge, skills, and expertise:

- Experience in a policy and? public affairs, or broader communications, role campaigning for change
- Experience of developing policy, including research, analysis and strategic thinking.
- Excellent political judgement and relationship management skills
- Excellent communication and interpersonal skills and ability to convey complex messages in a concise and effective manner to a non-specialist audience
- Efficient and effective project management skills
- Adept at using public affairs monitoring tools and contacts databases (desirable)
- Knowledge and understanding of UK parliamentary processes and procedures
- Understanding of UK media relations (desirable)
- Ability to work flexibly, under pressure and to short deadlines
- Ability to work as part of a team and establish collaborative relationships across the organisation
- Ability to work unsupervised

Other information:

Attendance at external BVA events, including occasional overnight stays within the UK, is required.