

JOB DESCRIPTION

Public Affairs Officer

December 2024

Title:	Public Affairs Officer
Contract:	Permanent / Full time
Responsible to:	Director of Public Affairs
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.30 Thursday; 9.00 – 13.30 Friday
Salary:	£30-32,000 per annum
Location:	Camden Town
Holiday Entitlement:	20 days (pro rata), plus Public Holidays and Jewish Festivals when the office is closed

Applicants must have the right to live and work in the UK.

General Description:

The Board of Deputies of British Jews is looking for a highly motivated individual to work as its Public Affairs Officer and as the secretariat to the All-Party Parliamentary Group on British Jews. The post-holder is responsible for working closely with other members of the Board of Deputies team to engage with MPs, peers, the parliamentary process and political stakeholders, develop policy, research and report writing, as well as event planning and running specific projects.

The post-holder will also be working closely with the Vice President responsible for the Security, Resilience & Cohesion Division on engaging with politicians about antisemitism and cohesion.

Part of the time will also be devoted to advancing the international work of the Board through advocacy, policy, research, correspondence and administrative support on international topics particularly in relation to Israel. The post is integral to the Board's wider engagement with Parliament, central government and stakeholders within the Jewish community.

Key Tasks and Responsibilities:

External Relations

- Developing relationships with key stakeholders, including MPs, peers, civil servants and Jewish community partners, including performing the role of Secretariat to the All-Party Parliamentary Group on British Jews.
- Developing seminars, events and briefings on key Jewish issues for parliamentarians.
- Preparing briefings for, and formal notes of, meetings with external parties.
Providing staff support to Board Commissions and other special initiatives.
- Managing relationships with other external organisations, such as social media companies.

Policy

- Advising on policy initiatives and associated projects in the domestic and international sphere.
- Monitoring policy and political developments, including legislation, being the primary link between internal colleagues and the political process.
- Providing political, administrative and policy support to lay leaders and the Senior Management Team on related matters, including providing policy and secretariat support to the Board of Deputies' International Division or Security, Resilience and Cohesion Division when necessary.

Communications

- Research, writing briefing documents and publications on Jewish public policy issues.
Monitoring press and the public sphere on policy issues both domestically and internationally and suggesting and drafting statements, assisting with PR, media relations and campaigns including using social media and networking sites.
- Presenting on relevant policy areas to stakeholders, and the wider work of the Board of Deputies to internal and external stakeholders.
- Assisting other staff with related media enquiries and social media.
- Assisting the other staff in the drafting of press releases and

- Handling parliamentary/governmental correspondence and
- community enquiries.

Strategic Relations

- Advising the President and other Honorary Officers of the organisation, including briefing and preparation for key stakeholder engagements.
- Working closely with colleagues on key issues which traverse different roles, such as constituency affairs.
- Work to develop relationships through engagement and joint projects with key stakeholders, including the UK Government, the diplomatic missions of governments of different countries, international institutions, UK and international Jewish organisations, Israel advocacy groups and UK partner organisations.

Person Specification:

Knowledge

Essential

- Good knowledge of current affairs and strong understanding of UK political and parliamentary processes, both at Westminster and in relationship to constituency affairs.
Good knowledge of international politics, particularly Israel, the Middle East, Europe the United States and the Commonwealth
- Strong IT skills, including the ability to use social media

Desirable

- A good working knowledge of the UK Jewish community
An understanding of the position of different Jewish communities globally.
- Knowledge of antisemitism; its history and its many aspects.

Experience

Essential

- Stakeholder engagement, particularly with the Government and associated advisors, parliamentarians and their offices
- Developing and maintaining strategic relationships
- Advocacy and awareness raising
- Policy development
- Events management and logistics

Desirable

- Working with All Party Parliamentary Groups
- Directly staffing a Parliamentary office
- Producing written resources/briefings
- Experience in local or national media

Personal Attributes (All Essential)

- Excellent written and oral communication skills
- First-rate interpersonal skills, with the ability to connect with people from a wide range of backgrounds and to deal with challenging situations
- Strong research skills
- Well-organised with good time-management and an ability to work independently
- Willing and able to develop new knowledge and skills
- A good team player, able to support other colleagues where necessary
- Commitment to the aims of the Board of Deputies of British Jews

Additional Information:

- This role will require some work on evenings and weekends, and some travel around the UK. Occasional foreign travel may be required.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The Public Affairs Officer will be expected to carry out such reasonable duties as may be requested from time to time by the Board of Deputies' Director of Public Affairs and Chief Executive. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

Information for Applicants:

We are looking for the correct candidate and will interview and appoint as soon as we find the right person. Apply as soon as possible.

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to recruit@bod.org.uk with the subject heading '**Public Affairs Officer**'.