

Job Description

Job Title: Policy Executive
Reports to: Director of Policy & External Affairs
Salary: £28,000 per annum

SUMMARY OF ROLE

The role involves working within ACE Policy and External Affairs (PEA) team. While the position is focused on policy, the successful candidate will have the opportunity to proactively engage with broader ACE Group activities and as such, will gain a wide range of skills.

- Conduct research and assist with the development of policy papers and positions to support ACE's lobbying activities and build relationships externally;
- Responsible for running and managing sector interest group committee meetings and the All-Party Parliamentary Group;
- Contribute to the communications output of ACE Group;
- Provide support to the PEA team on admin, events and other corporate matters;
- Work with ACE Senior Leadership Team and key industry stakeholders in developing and delivery of business enhancement services to members.

RESPONSIBILITIES

- Ensure that ACE keeps abreast of and ahead of political changes and identify the key priorities facing members' businesses;
- Conduct research and assist in the development of policy positions through contributing to the creation of policy papers and external engagement;
- Ensure that ACE sector interest group committee meetings remain proactive and their lobbying output is closely tied to member interests;
- Develop effective relationships with other professional, industry, political and third sector bodies;
- Support the delivery of ACE's public affairs agenda;
- Deliver programme of work associated with the All-Party Parliamentary Group on Building Communities;
- Other ad-hoc duties as directed by line management.

PERSON SPECIFICATION

- A degree or equivalent (Essential) in a relevant subject (Desirable);
- Strong interest in UK politics (Essential);
- Strong research and analytical skills (Essential);
- Strong interpersonal, influencing and communication skills, including strong written English and the ability to work effectively with a wide range of stakeholders (Essential);
- Ability to develop and deliver presentations (Desirable);
- Ability to organise, prioritise and schedule work assignments (Essential);
- Ability to work in a team and to manage own workload (Essential);
- Self-starter with a can-do attitude (Essential);
- A willingness to learn and develop in the role (Essential).