

## **JOB DESCRIPTION**

**Job Title:** Policy and Membership Executive

**Reports to:** Director of Membership and Events

**Salary:** £25 - £36k subject to experience

**Potions:** Permanent full time

**Location:** Homebased with frequent (2-3 days a week) London travel plus overnight travel to regional events, based within easy access to London.

**Note:** ACE Group do not provide visa sponsorship.

## **ABOUT US**

The Association for Consultancy and Engineering (ACE) is the business association for the UK's professional consultancies and engineering companies operating in the social and economic infrastructure sectors. As the leading voice for the sector, we foster collaboration to propel the industry to fulfil its ambitions.

We champion infrastructure and the built environment - helping our sector to build a safe, prosperous and sustainable future.

The Environmental Industries Commission (EIC) champions new environmental markets to Government and other stakeholders and is the leading association representing the environmental technologies and services sector.

Together, ACE Group members provide insight and guidance on infrastructure and environmental projects at all scales and stages of development. Leveraging insight from global best practice, they bring innovation, solutions and cost effectiveness.

The sector is highly skilled, productive, and forward-looking—employing over 470,000 people and contributing more than £39 bn to the UK economy. It competes on a global stage, exporting over £11.1 bn providing solutions to the world's pressing issues and holds the key to a brighter future.

The Association for Consultancy and Engineering and the Environmental Industries Commission ("ACE Group") memberships comprise companies providing infrastructure solutions to some of the most high-profile topics of our time such as economic growth, climate change and biodiversity net gain, housing and regional development, creating social value for communities.

Membership includes major global brands including ARUP, WSP and AECOM and also a large proportion of medium and smaller firms located across the UK. We represent the collective voice of around 400 firms.

## **SUMMARY OF ROLE**

As our Policy and Membership Executive, you will champion membership service for our SME members. You will support the development of our SME strategy and membership growth plans and ensure all our members receive high quality service. Your line manager will be our Membership and Events Director.

You will also work closely with the Policy team – leading on a number of ACE and/or EIC groups including the SME Council. In this role, you will be responsible for identifying key agendas, developing expertise, chairing meetings and working with members to develop positions to influence policy direction. You will produce high quality research and policy documents. You will

personally represent members and build relationships with relevant stakeholders including infrastructure and building clients, Government Departments and Parliamentarians.

## RESPONSIBILITIES

With the Membership and Events Director:

- Deliver the SME membership engagement strategy ensuring that members make the most of their membership and receive high quality and timely service.
- Work with the Membership and Events Director to develop and implement a refreshed SME member growth campaign
- Support SME membership growth – identifying leads, supporting membership growth campaigns and events and ensuring effective communications at all stages of the member on boarding, recruitment and engagement process.
- Proactively build relationships with individual member companies to understand their organisational priorities and motivations for being part of ACE Group.
- With the Director, lead on regular SME membership engagement briefings.
- Listen to and act on any member issues and concerns - communicating to relevant team leads as appropriate.
- Continuously review and improve member services in partnership with the membership team colleagues.
- Lead on the annual membership survey, ensuring feedback is actioned and that clear recommendations are shared and delivered by the relevant ACE team.

**Working to and in consultation with the Policy Director:**

- Act as secretary for agreed ACE/EIC Advocacy Groups including the SME Council, organising meetings, securing speakers, recording actions and sharing minutes.
- Lead on developing and implementing policy and advocacy proposals relevant to group areas of interest.
- Maintain and develop strong relationships with Group Chairs and members and relevant external stakeholders including Government policy teams and clients.
- Responsible for policy intelligence, research, and advocacy work for identified area/s of infrastructure, buildings and environment policy work, in coordination with the specific ACE and or EIC Groups.
- Draft consultation responses, reports and policy papers and define positions for the industry, in collaboration with members, on areas relevant to your Advocacy Groups.
- Contribute to ACE/EIC external communication, by writing articles for the website, newsletters etc.
- Influence the development of new and existing legislation, as well as general policy direction, at the political level where it impacts members.
- Monitor and influence the work of the UK Government, Parliament, and other institutions at political level (decision making bodies).
- Attend, speak at and sometimes chair external events representing the interests of ACE and EIC members to stakeholders such as Government departments, clients and UK political bodies where decisions made impact ACE members.

## Other

- Typically, 2-3 days a week in person in London, sometimes more, plus travel to regional meetings. Attendance at evening events as agreed.

- Develop and foster effective relationships and work collaboratively with colleagues across ACE and EIC,
- Maintain the highest standards of drafting, timeliness and accuracy in your own work – proactive forward planning and prioritisation – meeting deadlines.
- Flexible team player, able to support the Membership and Events Director and team colleagues on other related issues, as required.

## PERSON SPECIFICATION

### Essential criteria:

- Educated to a degree level or equivalent experience.
- Excellent analytical skills, the ability to interpret data and summarise a wide range of views accurately quickly identifying key issues from a range of sources of information.
- Strong interpersonal skills, builds relationships within and across organisations and with a range of stakeholders.
- Exceptional communication skills, including good written and spoken English.
- Ability to produce timely, interesting and reader friendly documentation at pace, seeking and responding to feedback.
- Strong organisational skills – for example planning meetings and speakers, producing timely and accurate agendas and minutes.
- A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word, Power Point and Excel.
- Continually seeks to maintain own professional knowledge with a willingness to learn and develop.
- This role could suit someone in their first role after university looking to develop in a fast paced, friendly, team environment.
- Candidates need to have the right to work in the UK as ACE Group does not provide visa sponsorship.

### Desirable Criteria:

- Economics, environmental and or legal expertise
- Experience of working in a membership organisation, government department, public affairs agency or similar.
- Experience of membership relationship data bases and or other membership and events digital approaches.
- Experience with social media and communications.
- Relevant sector experience.

## KEY COMPETENCIES

- **Setting Direction** – Gather information from a range of relevant sources inside and outside the team to inform own work. Frequently seeking the opportunity to partake in debate and problem solve. Acting with an unbiased ‘think member first’ approach always. Maintain the highest standards of accuracy and impartiality in your own work
- **Engaging People** – Works collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner. Based on evidence.

- **Delivering Results** – Focuses on delivering timely objectives with energy. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Works in an organised manner using own knowledge and expertise, and drawing on other skills, to deliver on time and to standard.