**JOB DESCRIPTION**

**Job Title: Public Affairs Strategist**

**Reports to: Director of Policy**

**Salary: £32,000**

**Potions:** Permanent full time

**Location:** Homebased with frequent travel across the UK travel (in particular travel to London, the North West, and Midlands).

**ABOUT US**

The Association for Consultancy and Engineering and the Environmental Industries Commission (“ACE Group”) memberships comprise companies providing solutions to some of the most high-profile issues of our time such as climate change, levelling up and creating social value for communities. As the business associations representing companies large and small across the engineering consultancy and environmental sectors, our mission is to advocate, anticipate, and educate on behalf of our members. That means proactively engaging with governments and stakeholders about challenges and opportunities, ensuring members of all sizes have a voice.

**SUMMARY OF ROLE**

As our **Public Affairs Strategist** you will play a pivotal role within the ACE Group, serving as our lead on strategic advocacy campaigns and initiatives to shape public policy outcomes and drive positive change. Reporting to the Director of Policy, you will be responsible for developing and executing comprehensive stakeholder engagement strategies, building relationships with government officials, industry associations, and other key stakeholders to advance our policy agenda.

At the heart of your responsibilities will be the development and execution of impactful advocacy campaigns that mobilise support, raise awareness, and drive action on key policy issues and industry issues. You will also undertake and support rigorous policy analysis and research to inform advocacy efforts, providing insights and recommendations on legislative proposals, regulatory developments, and political trends affecting the ACE Group's interests.

Additionally, you will work with the Director of Policy and serve as our ambassador, representing the ACE Group at certain external meetings, events, and forums to amplify our messaging and advocacy efforts.

**RESPONSIBILITIES**

* Develop and implement comprehensive stakeholder engagement strategies to identify, cultivate, and maintain relationships with government officials, parliamentarians, industry associations, and other key stakeholders. These will include issues covered by ACE and EIC, including (but not limited to) Places, Procurement, Transport, Air Quality, Nature and Biodiversity.
* Lead the development and execution of strategic advocacy campaigns and initiatives to raise awareness of key policy issues, mobilise support, and drive action among target audiences. You will work across project teams covering themes such as innovation, risk, excellence, and social value.
* Collaborate with internal teams, external partners, and partners to develop campaign goals, messaging, tactics, and metrics for success, ensuring alignment with the ACE Group's policy priorities and objectives.
* Coordinate outreach efforts, including lobbying activities, to effectively communicate the ACE Group's policy positions and priorities to stakeholders and decision-makers. You will have remit for our work in the English regions, including the work of our North West and Midlands Committee.
* Conduct rigorous research and analysis of policy issues, legislative proposals, regulatory developments, and political trends, providing insights and recommendations to inform the ACE Group's advocacy efforts. This includes the management of the ACE Group Political Bulletin.
* Work with the Policy Director to effectively implement the General Election Programme, and future elections across the UK.
* Work closely with policy experts, subject matter specialists, and external stakeholders to develop and refine policy positions, messaging, and advocacy strategies that resonate with target audiences and decision-makers. You will work with the Nations Policy Lead to support public affairs activities.
* Represent the ACE Group at external meetings, events, conferences, and forums, serving as a credible and persuasive advocate for policies that promote environmental sustainability, economic growth, and innovation.
* Monitor policy developments, legislative activities, and regulatory proceedings relevant to the ACE Group's interests, providing regular updates, analysis, and insights to internal stakeholders.
* Act as an ambassador for an inclusive, diverse, and collaborative culture across the ACE Group team.

**PERSON SPECIFICATION**

* A first or post graduate degree or equivalent experience
* Ability and willingness to travel (at least 50% of time) across the UK.
* Demonstrable experience of delivering policy change at an industry level through advocacy, particularly in English regions. Experience of working in parliament or in a public affairs role is strongly desirable.
* Well-connected, credible, and trusted by established contacts, with the proven ability to build and strengthen strategic relationships across policy and public affairs networks in Westminster and across devolved governments.
* Able to translate vision into delivery and to solve problems with a broad range of individuals, influencing and directing change in a positive working environment with a sense of collective accountability.
* Detailed understanding of the current political landscape in infrastructure and the built environment and the ability to interpret how this potentially impacts members’ businesses. Experience of a public affairs role in the built environment would be beneficial.
* Ability to develop and deliver influential content and presentations.
* Excellent attention to detail
* Strong interpersonal skills, builds relationships across all levels of an organisation and with a range of stakeholders.
* Exceptional communication skills, including excellent written English.
* Ability to produce interesting and reader-friendly documentation.
* Ability to proactivity manages workload and meets deadlines.
* Continually seeks to maintain own professional knowledge through a willingness to learn and develop.