

Staff Role Profile: **Public Affairs Officer (12-month cover) (0.8 FTC)**

Job Level	3	Job reference No.	
		Role review	
Directorate	Strategy and Communications	Service/Function	Policy and Advocacy
Reports to	Public Affairs Manager		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	None	Accountability for other resources	None
Reach and impact	This role is responsible for delivering public affairs activities across British Red Cross policy priorities, with a specific focus on international humanitarian policy in addition to BRC's domestic policy priorities. This role will work closely with the wider Public Affairs team, as part of the Policy, Research and Advocacy Department (PRA), to provide high quality and coordinated engagement with parliamentarians, and work with the International Humanitarian Policy team to provide parliamentarians with evidenced based policy content.		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

The purpose of this role is to work with the wider Public Affairs team to develop and deliver a comprehensive parliamentary engagement strategy, to influence policy and practice change on international humanitarian in addition to domestic policy priorities.

This role is focused on delivering effective parliamentary engagement, including drafting and disseminating briefings for parliamentary business and meetings, delivering a targeted engagement strategy by building and maintaining relationships across political parties, and designing a programme of parliamentary events and presence at Party Conferences.

Main Responsibilities

1. Progress the public affairs strategy for British Red Cross international humanitarian policy priorities. These include tackling the impacts of climate change, tackling chronic hunger, championing localisation and increased use of cash and voucher assistance.
2. Support the wider Public Affairs team deliver the public affairs strategies aligned to our domestic priorities, This includes working with Policy, Research and Advocacy colleagues and engaging with and supporting PRA team processes, by taking a proactive role in maintaining tools such as the stakeholder and activity tracker.
3. Work closely with colleagues in the International directorate and Humanitarian Policy, ensuring that public affairs engagement continues to support the team's policy objectives. Work with the team to identify research and evidence gaps where appropriate.
4. Work closely with policy teams in PRA, ensuring that public affairs engagement continues to support policy objectives. Work with these teams to identify research and evidence gaps where appropriate.
5. Coordinate and respond to parliamentary business on international policy issues, by monitoring parliamentary business, preparing and distributing tailored briefings for key stakeholders, suggesting proactive parliamentary activity for key stakeholders and engaging in effective follow-up activities on related business.
6. Coordinate and deliver high impact public affairs events, aligned to the overarching strategy. Coordinate and deliver Autumn Party Conference activity. Events should where possible, include voices from Red Cross Red Crescent National Society colleagues working directly with communities.
7. Deliver a proactive engagement strategy, building strong, new and reciprocal relationships with parliamentary stakeholders, building a strong base of support for positive engagement on international policy issues. Work to maintain these relationships through a programme of tailored and sustained engagement.
8. Work closely with other teams in communications and engagement, especially the strategic communications and media team, contributing to the wider organisation strategy on international policy issues.

9. Work closely with colleagues in the wider sector, ensuring BRC's strategy is aligned, complementary and coordinated with that of key sector stakeholders to ensuring we maximise our collective impact.
10. Undertake other relevant duties within the overall scope of this post as may be required by the line manager.
11. Uphold the Fundamental Principles of the Red Cross and Red Crescent Movement and work within the Society's equal opportunities policy.

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> No

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	> Strong understanding of the workings of the UK Parliament and Government.	S	I	A
		> Strong understanding of legislation development and processes.	S	I	A
		>	S	I	A
		> Proven and demonstrable verbal and written communication skills, to a variety of audiences including parliamentarian.	S	I	
		> Exceptional organisational and project management skills	S	I	A
		> Ability to work as part of a team and build relationships with other staff members, at all levels.	S	I	
			S	I	
	Desirable	> Knowledge of the wider international development and humanitarian sector in the UK	S	I	
		> Knowledge of the wider refugee and asylum sector in the UK	S	I	
		> Social media skills	S		
Experience	Essential	> Public affairs strategic development and delivery	S	I	A
		> Experience or demonstrable interest in public affairs relevant to international humanitarian issues.	S	I	A
		> Events organisation and delivery.	S	I	
		> Drafting written briefings for parliamentarians.	S	I	
	Desirable	> Experience working with individuals with lived experience	S	I	
		> Experience of working in the voluntary and community sector.	S	I	
Behaviours		> Focussing on people in crisis - Actively addresses the needs of people in crisis		I	
		> Working collaboratively - Pro-actively builds collaborative relationships internally and externally		I	
		> Communicating and influencing - takes multiple steps to communicate and influence		I	
		> Solution focussed - Sees multiple connections		I	
Additional requirements	Essential	> Ensures inclusive practice and promotes diversity.		I	
	Desirable	> Able and willing to work occasional unsocial hours and respond to emergency situations as required.		I	
				I	

		> Able and willing to travel and work throughout the London area as necessary and occasionally within the rest of the UK, as required.			
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.