

Public Affairs Assistant

Job purpose:

To support the Public Affairs team to deliver its core functions and implementation of public affairs activity and to support other core team functions such as campaigns, speechwriting, monitoring and stakeholder management.

Key Accountabilities:

- Support the development and delivery of Law Society campaigns and influencing activity.
- Research and draft written outputs including speeches, briefings, and correspondence.
- Deliver high quality parliamentary monitoring and political intelligence related to certain areas of policy and law.
- Provide support on events led by the team.
- Maintain information systems in place related to the team's activities and the annual business plan.
- Provide input to reports, information bulletins and website content.
- Work collaboratively with colleagues from across the organisation in the development of public affairs outputs and activities.
- Support engagement with the Law Society's members as part of public affairs campaigning work, where appropriate.
- Actively contribute to creating an inclusive and welcoming team environment, building effective working relationships with a range of colleagues and internal stakeholders across the Law Society.

Knowledge, skills and experience:

Essential

- Relevant experience of working within a public affairs, campaigns, parliamentary, government or related environment.
- A proactive interest in politics with knowledge of the political process and the workings of Parliament.
- Good written skills with the ability to communicate complex issues and develop innovative ways of communicating.
- Self-motivation and enthusiasm.
- Ability to deliver work on time and to a high standard.
- Ability to work effectively with a broad range of colleagues across the Law Society
- A constructive approach to problem solving.
- An ability to work effectively in a fast paced and busy environment.
- A flexible and considered approach to achieving work objectives.
- A proactive approach to supporting the Law Society with its commitment to equality, diversity and inclusion at work, to include proactively supporting a respectful, welcoming and supportive working culture.

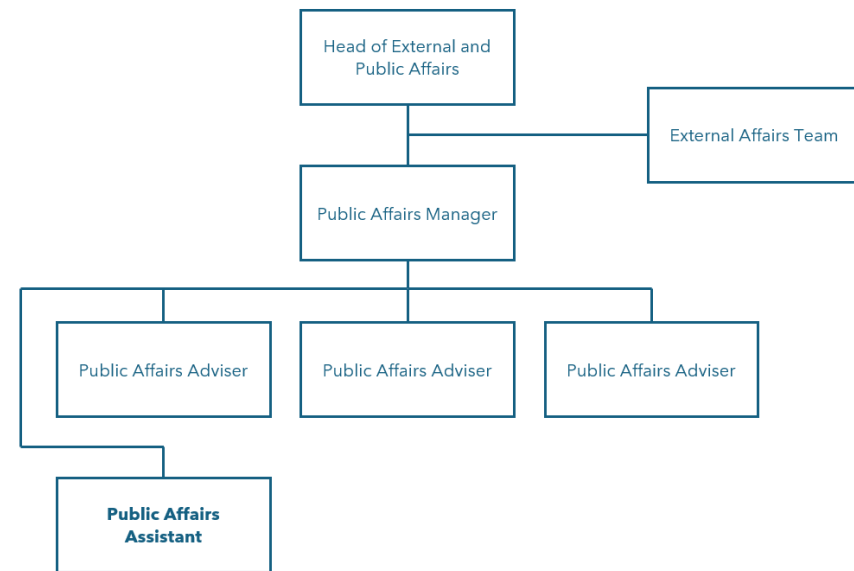
Desirable

- Experience of mobilising members and/or supporters as part of a campaign.

- Experience of providing secretariat functions for a group.
- Experience of running events for political audiences.
- A knowledge of the legal sector, and the public policy issues that influence it.

Dimensions:

- The post holder reports to the Public Affairs Manager.
- The post holder will also be required to support the Head of External and Public Affairs and Director of Public Affairs.
- The post holder will work closely with both senior internal and external stakeholders, in particular with the Office Holders and CEO.
- The post holder will be required to work flexibly, sometimes outside of normal office hours.



Location:

A combination of working from the Law Society office at 113 Chancery Lane, and remote working.