

Public Affairs Manager

Job purpose:

Design and deliver our public affairs and influencing activity, leading our day-to-day engagement and relationships with key and strategic political stakeholders, providing oversight of our activity and working closely with the Head of External and Public Affairs to coordinate our activity across the organisation in line with our business plan and corporate strategy.

Key Accountabilities:

- Lead the effective delivery of Public Affairs and influencing activity that supports the Law Society's Business Plan and long-term corporate objectives on key priority areas
- Lead and coordinate the Law Society's external relationships with key political stakeholders to maximise the organisation's political influence through strong relationships and through ownership and leadership of direct engagement with politicians and government officials
- Support and advise the work of officeholders and the senior leadership team in developing key relationships and identifying opportunities to influence
- Manage and report back to senior leadership and member-led committees on our activity and progress at an operational level, the interaction and relationship between the Law Society's governance structures and staff on influencing campaigns
- Lead on the design, implementation and evaluation of Public Affairs and influencing plans, working closely with the Public Affairs team members to ensure key actions are identified and delivered
- Manage political monitoring function within the Public Affairs team
- Work closely and collaboratively with teams from across the Law Society in the thematic areas
- Lead, coach and motivate a small team to deliver work on time and to a high standard
- Take leadership and accountability for the officeholders external speaking engagements and speeches, working closely with the Public Affairs team to deliver high-quality speeches for officeholders' external engagements in a timely fashion, and coordinating with relevant colleagues to ensure that the officeholders are appropriately supported at all times

- Work well with the Head of External and Public Affairs on reporting and delivery against the Business Plan and other planning documents, providing credible and reliable reporting orally and in writing to relevant internal and member-led groups
- Contribute to the Westminster Public Affairs team's professional development plan
- Provide high level strategic counsel to the senior leadership team on campaign and public affairs issues
- Provide support to the Head of External and Public Affairs on the effective management of the Public Affairs team budget
- Represent the Law Society externally as required in senior stakeholder meetings and other environments
- Oversee an impactful and high-profile party conference programme
- 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

Knowledge, skills and experience

Essential:

- Relevant experience in a public affairs role or equivalent in a complex organisation
- Experience of designing, implementing and evaluating influencing and promotional campaigns which has delivered outcomes
- Strong stakeholder management abilities, with expertise in influencing and developing relationships with senior level stakeholders (internal and external)
- A strong member focus
- Able to successfully work through complex issues to deliver high quality work in a fast-paced environment
- Excellent networking skills with the ability to confidently and credibly represent the Law Society to stakeholders across a wide range of arenas
- High levels of resilience, tact and diplomacy, in particular when dealing with a complex range of important and senior stakeholders
- Excellent political understanding and judgement

<ul style="list-style-type: none">• Experience of digital campaigning and using analytics to track and demonstrate impact• Experience of leading a high performing team that delivers work on time, to brief and to a high standard• Able to successfully project manage to time and expectations• A considered and constructive approach to work• Ability to manage own wellbeing during busy and stressful periods of work, with the support of the Law Society as appropriate• A strong understanding of, and commitment to, equality, diversity and inclusion at work• Knowledge of the legal and professional services sectors, regulation and public policy• Degree level thinking	
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<p>Desirable:</p> <ul style="list-style-type: none">• Work well with colleagues and teams from across the Society to co-ordinate and deliver successful campaigns• Work successfully with a number of senior colleagues across the business to support the achievement of the Law Society's key objectives through timely delivery of a range of campaigns• Able to manage a heavy workload and be able to plan work programmes to meet tight deadlines	<p>Organisation Chart</p>
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Dimensions

- Operational frontline, dealing with the media, parliamentary, government, professional and stakeholders, the public and solicitors
- Responsible for idea generation, development, execution and evaluation in a fast-moving environment.

