

Public Affairs Adviser

Job purpose:

To lead on the development and delivery of public affairs plans and activity for specific policy areas, and to support other core team functions such as campaigns, speechwriting, monitoring and stakeholder management.

Key Accountabilities:

- Lead on the development and delivery of public affairs plans and activity for a number of thematic areas of interest to our members.
- Respond timely and effectively to legislative developments which impact on the legal profession and justice system.
- Actively lobby on priority Bills and campaigns in Parliament.
- Build and maintain alliances.
- Support the development and delivery of Law Society campaigns.
- Research and draft written outputs including speeches, briefings and thought pieces.
- Support the implementation of the Society's external stakeholder engagement work.
- Deliver high quality parliamentary monitoring and political intelligence, advising members and staff on political and legislative developments, and proactively identifying issues and opportunities of relevance to the Society and the profession.
- Design and deliver high quality events for political stakeholders.

- Work collaboratively with colleagues from across the organisation in the development of public affairs outputs and activities.
- Engage 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:

- Be educated to an undergraduate degree level or commensurate work experience.
- Significant experience of working within a Government, parliamentary, public affairs, campaigns or related environment.
- Experience of planning and managing successful public affairs campaigns.
- Avid interest in politics with a thorough knowledge of the political process and the workings of Parliament.
- Collaborate effectively with a broad and diverse range of people within the Society and externally.
- Excellent written skills with the ability to communicate complex issues and develop innovative ways of communicating.
- Self-motivated and enthusiasm.

Planning & Organising:

Essential:

- The successful candidate will need to plan and manage their own workload, working with a high degree of autonomy to lead on projects.
- As this is a small and highly focused team, the post holder will have regular opportunities to feed into the wider work of the business unit. The post holder will work closely with a number of other departments within the Society, including the executive office, media team, legal policy, communications, our international team and others.

- A strong commitment to the delivery of high-quality work.
- Detail orientated while also able to keep a bigger picture and pursue strategic priorities.
- A respectful and engaging approach with the ability to interface with multiple teams and functions.
- Able to effectively manage own wellbeing during busy peaks of work and moments of high pressure, with support from the Law Society as appropriate.
- A constructive approach to problem solving.
- Able to work effectively in a fast paced and busy environment.

Desirable:

- Experience of another communications discipline, such as media, corporate communications or digital communications.
- Experience of mobilising members and/or supporters as part of a campaign.
- Experience of providing secretariat functions for a group.
- A knowledge of the legal sector, and the public policy issues that influence it.

Organisation Chart:



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/or Director of Public Affairs and Campaigns.
- 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.
- The role will be based at the Law Society's offices at 113 Chancery Lane, although as a team we work flexibly with a combination of working remotely and in the office.

