

JOB DESCRIPTION

Job Title	Public Affairs Officer
Department	Policy and Influencing
Reporting to	Public Affairs Manager
Line Manages	N/A
DBS/BD/PVG:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Location	Avonmore Road, London W14 8RR

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.

- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- commit to setting minimum target indicators for diversity and regularly review progress.
- collect data to enable us to track our progress.
- be publicly accountable and transparent about our progress.
- use our influence to proactively champion the principles of EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

Job Purpose

The Public Affairs Officer will ensure that Independent Age's policy recommendations and campaigns are effectively communicated to government and parliamentarians. They will create opportunities to amplify the voices of older people in Parliament through a range of mechanisms, and secure support for our policy calls and campaigns across a wide group of stakeholders.

Key Responsibilities

Working with colleagues across the organisation you will help to plan and deliver Independent Age's public affairs activities, ensuring we have an effective presence and profile in Parliament, across Whitehall, within political parties and with local decision makers when appropriate.

Key aspects of the role include:

- Supporting the charity to build effective relationships with parliamentarians and their staff, senior civil servants, political party staff, special advisers whilst communicating regularly and attending meetings.
- Working with campaigns and policy colleagues to create influencing strategies around our core policy themes, feeding in public affairs activities.
- Working with colleagues to create platforms where older people's stories can be amplified to politicians and key stakeholders.
- Drafting letters, emails, briefings and helping coordinate evidence submissions to relevant government and parliamentary bodies and committees.
- Identifying opportunities to get Independent Age's policy calls addressed in legislation, debates, questions and other parliamentary mechanisms that affect people in later life.
- Attending meetings with colleagues and communicating our key calls.
- Exercising political judgement including identifying risk, and applying this insight to our communications and activities.
- Coordinating events aimed at key political stakeholders including our involvement in political party conferences.
- Coordinating relationships with key suppliers to ensure effective monitoring of parliamentary activity.

- When appropriate, delivering local influencing activity including planning constituency-based events and building relationships with local authorities.

General Responsibilities

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

PERSON SPECIFICATION

- Experience working in public affairs related role.
- Strong working knowledge of the current political landscape, government, parliamentary processes and party-political structures.
- Experience engaging and influencing national and local government, Parliament and/or other regulatory bodies.
- Ability to write in a clear, accurate and convincing way for a range of audiences, and across a range of channels, including blogs, emails, letters and social media.
- Proven ability to exercise political judgement when carrying out public affairs activities and understand the nuances of interactions with political stakeholders.
- Proven ability to verbally communicate with a variety of internal and external audiences.
- An interest in, or knowledge of, the issues faced by people in later life.
- Excellent interpersonal skills.
- Strong IT skills including use of Microsoft Office packages.
- Ability to collaborate effectively within a team.
- Ability to work cross-functionally and to secure resources and support from people in different departments.
- A demonstrable passion for, and affinity with, our cause.