
Contract Type:	Fixed Term Contract - until end of November 2018
Location:	London
Hours:	Full-Time
Level:	2
Salary:	£31,510 (plus £3,000 LWA)

Public Affairs Officer

The Public Affairs Officer will help deliver Teach First's government relations and policy influencing work. They will be responsible for supporting work to build and maintain relationships with key political and policy stakeholders including the Department for Education, local MPs, think tanks, unions and key stakeholders in both English and Welsh education. They will help build awareness and support of our work, influence policy to support young people from low income communities and play a key role delivering Teach First's public affairs priorities for 2018.

At this level you will:

- Report into and support the Head of Press, Public Affairs and Policy and the Public Affairs & Policy Manager in the delivery of your work
- Play an important role in the wider Press, Public Affairs and Policy team, leading on specific projects, events and activities and providing support to senior colleagues

Your responsibilities include:

- Identify and support the building of positive relationships with political and policy stakeholders who Teach First needs to work with
- Support each of our local offices to deliver their influencing plans, working with local political and policy stakeholders
- Lead on public affairs activities, launches and events for Teach First's campaigns
- Provide specific support on working with devolved Governments, including Wales, to manage relationships, and secure funding and long-term support
- Coordinate our engagement, including relationships with the Education Select Committee, rising star MPs and involvement in groups such as the APPG on teaching at both Westminster and party conference
- Develop and deliver influencing plans, activities and meetings linked to our policy work, to achieve policy change in support of young people from low income communities
- Prepare briefings, papers and speeches for senior colleagues in advance of meetings with senior stakeholders and ensure follow up actions are completed
- Identify and secure opportunities for senior Teach First colleagues to speak, write and comment on relevant policy areas
- Working closely with the digital officer to create content to help Teach First reach new audiences
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

Essential skills and experience:

- Proven experience in public affairs with good political acumen
- Writing concise briefings, consultation responses, correspondence and speeches
- Analysing and summarising complex information for senior colleagues, adapting style and content for different audiences
- Proactive relationship management and managing the systems to support this

Desirable skills and experience:

- Knowledge of the education political and policy landscape with suitable connections
- Experience of managing projects across communications, delivering in areas such as digital and social media

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. Please note that first round interviews will take place week commencing 30th April 2018 and second round interviews will take place week commencing 7th May 2018.