



Job Description	
JOB TITLE	Head of Policy and Public Affairs
SALARY	£50,000 - £55,000 DOE
REPORTS TO	Deputy Director, Campaigns and Policy
RESPONSIBLE FOR	A team of three colleagues
LOCATION	London/hybrid – based from our London office with a minimum of 20% of time in the office
MAIN PURPOSE AND SCOPE OF JOB	<p>As a senior manager, work collaboratively to ensure the delivery of the NRLA vision, values and strategic objectives.</p> <p>Lead the development and implementation of the NRLA's national policy and public affairs strategy, ensuring internal and stakeholder support.</p> <p>Provide advice to the Executive Team as required on policy and public affairs issues.</p>
DUTIES AND KEY RESPONSIBILITIES	
Delivery and impact	<ul style="list-style-type: none"> ● Lead the development and oversee the delivery of the NRLA's national policy and public affairs agenda. ● Work collaboratively with internal teams and external stakeholders as appropriate, to develop robust, evidence-based policy proposals. ● Identify and develop new opportunities for the NRLA to leverage its resources and assets – including our members, research and partners – to influence political and sector stakeholders. ● Design, project manage and evaluate plans to progress the NRLA's policy objectives and build its reputation with political and sector stakeholders in England and Wales. ● Ensure that the team's work is communicated effectively with our members, and engaging them on campaigns as appropriate, working to increase member satisfaction in this area.



	<ul style="list-style-type: none"> Proactively collaborate with other colleagues across the organisation, including (but not limited to) communications, marketing and commercial, to ensure policy and public affairs aims and activities are integrated and complemented across the organisation’s work.
External relationships	<ul style="list-style-type: none"> Proactively seek out and maintain effective professional networks that will add value to NRLA’s work and its reputation as an influential and reliable partner. Create and nurture collaborative campaign planning and execution with stakeholders and third-party organisations. Manage relationships with external agencies and consultants to deliver objectives.
Governance and control	<ul style="list-style-type: none"> Ensure effective budgetary control mechanisms are in place to monitor spending and value for money. Provide regular updates for the Board and the Executive Team on policy and public affairs plans as required. Ensure team compliance with key policy and procedure in areas such as health and safety; equalities and diversity; data protection; code of conduct and all other statutory requirements, which are routinely checked for compliance.
Performance management	<ul style="list-style-type: none"> Provide support and development to team members, to ensure that they are appropriately structured and resourced to deliver the corporate aims. Develop a strong performance culture and commitment to customer satisfaction. Monitor performance and ensure the delivery of high quality and innovative services.
<p>No leadership role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Board.</p>	

Person Specification	Criteria
Qualifications	<ul style="list-style-type: none"> Degree in politics, public policy or other relevant subject; or equivalent experience
Skills & abilities	<ul style="list-style-type: none"> Strong communication and interpersonal skills, with the ability to influence a range of stakeholders. Flexible approach, able to respond quickly to events. External focus, with proven ability to build networks, and work in partnership with relevant bodies and organisations. Strong focus on detail, and the deliver of quality focussed information and service.
Experience	<p>Essential</p> <ul style="list-style-type: none"> At least four years' experience working with and/or influencing policymakers, politicians and/or stakeholders Experience of line management Experience of leading policy and/or public affairs campaigns and using a range of campaign approaches Project management Experience of working collaboratively with internal and external stakeholders. Flexible, with demonstrable ability to work on own initiative and as part of a team <p>Desirable</p> <ul style="list-style-type: none"> Experience of the housing sector Experience of working with a membership association or third-sector organisation
Knowledge	<ul style="list-style-type: none"> Understanding of UK politics, the private rented sector, and the role of trade associations. Understanding of a creative campaigning environment. Understanding of the role of national and local governments and how to interact with governmental stakeholders.
Personal Attributes and other requirements	<ul style="list-style-type: none"> Excellent interpersonal skills to develop strong relationships with internal and external stakeholders Commitment to the NRLA's objectives



	<ul style="list-style-type: none">• Willingness to travel and/or work out of office hours on occasion (e.g. for meetings and engaging with NRLA members – on average once a month)
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