

Job title: Public Affairs Manager
Line management: Assistant Director (Public Affairs)

The Organisation

The Catholic Education Service (CES) acts on behalf of the Catholic Bishops' Conference to support Catholic education. We have a strong and positive working relationship with the British and Welsh Government, sharing the aims of high academic standards for all and increased parental choice.

Catholic schools make up 10% of the national total of maintained schools. There are more than 2200 Catholic schools and academies in England and Wales educating over 850,000 pupils. The Catholic Church and the Church of England together provide one-third of all of the schools in the country and account for 98% of all schools with a religious character. There are also over 900 Catholic nurseries, 15 Catholic Sixth Form Colleges and four Catholic Universities.

Key Purpose

The role provides public affairs capacity to develop effective relationships with politicians in Parliament and the Welsh Senedd and with other decision makers, to promote and secure Catholic education on behalf of the Bishops.

Key Responsibilities

Public Affairs

- To liaise with parliamentarians and officials (in the Westminster and Cardiff) to ensure that the unique contribution of Catholic Education is integrated into Government thinking, decision making, policy and legislation.
- To influence Government policy relating to Catholic education.
- To develop effective public affairs strategies based upon knowledge of parliamentary process.
- To draft responses to consultations, briefings and policy papers as required
- To support and coordinate national campaigns in support of Catholic education.
- To assist in events organisation, including conferences, seminars and receptions as appropriate for the needs of the organisation.
- To represent the CES at conferences, seminars and meetings.
- To draft speaking notes and correspondence.
- To work closely with colleagues from other faith-providers, particularly the Church of England Education Office, the Church in Wales and the Board of Deputies of British Jews.
- To work closely with other public affairs staff of the Bishops' Conference and its agencies, particularly CSAN and CAFOD.

Monitoring and briefing

- To monitor and respond to developments in Parliament, the Senedd and national education policies which are of relevance to Catholic education.
- To undertake research and provide briefings on relevant policy issues.
- To produce resources and guidance for dioceses and schools when appropriate

General

- To work with the Assistant Director (Public Affairs) to agree a programme of training to support the post-holder's professional development.
- To be responsible for his/her own record-keeping.
- To undertake other duties appropriate to the role of the post-holder as directed by the Assistant Director (Public Affairs).

SKILLS AND EXPERIENCE

- Sympathetic to the teachings of the Catholic Church and support its work in promoting the Common Good.
- Demonstrable experience of working within a politics and current affairs driven environment.
- Sound knowledge of parliamentary, political and legislative processes
- Substantial experience of influencing MPs and Peers, advisers and officials
- Understanding and commitment to education policy
- Ability to assimilate and summarise complex information
- Excellent interpersonal and verbal skills
- Excellent and accurate written English, with the ability to write for different audiences.
- Excellent research skills.
- Ability to manage time effectively and to prioritise work to meet deadlines.
- Able to establish good professional relationships with people from a range of groups and to work well as part of a team.
- Educated to degree level or equivalent.
- Good ICT skills, including competence with all Microsoft Office programmes.

TERMS & CONDITIONS OF SERVICE

- Salary c£35,000
- Hours of work 35 per week excluding lunch breaks.
- The ordinary place of work will be in London but some travel within the UK, including occasional overnight stays, will be required.
- Holidays 25 days per annum, some to be taken at the direction of the employer, public holidays and possible additional privilege days.
- Contributory pension scheme.
- Interest-free season ticket loan after qualifying period.