

POLICY & PUBLIC AFFAIRS MANAGER

Creative UK is the independent network for the UK Cultural and Creative Industries. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. We have established an authentic voice which represents, promotes and enhances the interests of the UK's world-leading creative sector through high-profile public campaigning and representations to national, devolved and local governments and parliaments. This is made possible through convening, mobilising and partnering with an influential and diverse mix of creative organisations, creators, education providers, trade bodies and unions across the UK that make up our membership.

Our Policy & Public Affairs Manager will operate at the very heart of our work. Joining a fast-paced and agile team, you will develop and execute Creative UK's policy and public affairs strategy in close collaboration with leading industry bodies, creative organisations and creators from across the UK. This means working across all areas of policy, with a core focus on areas that are top priorities for the sector. You will also have the opportunity to account manage a diverse range of influential key members across the creative sector.

This role provides an opportunity to be a real game-changer, acting at the forefront of our external comms to implement high-impact campaigns to influence policy-makers, politicians and the general public.

The ideal candidate will have a strong knowledge and passion for policy and politics, a natural flair for convening, communicating and writing. You should have a strong interest and passion for the sector and will act as a key advisor to the CEO, Director of Policy & Engagement and wider leadership team. This is a truly unique opportunity to join our team, champion, influence and make an impact.

CORE FUNCTIONS

- Shaping and managing the delivery and success of our policy and public affairs strategy, identifying opportunities to meet company-wide objectives and maximise impact on behalf of the creative sector
- Convening and managing policy development, engagement and communications across industry bodies, member working groups and relevant figures in UK Government and UK Parliament
- Preparing policy-led submissions and responses to relevant consultations and inquiries
- Consulting with members, committees and working groups to manage, develop and promote policy issues and solutions in line with strategic objectives
- Liaising with key stakeholders and driving correspondence, meetings and resulting action
- Drafting speeches and briefings for use by the executive team
- High profile member Account Management

LOCATION: LONDON or within proximity to London is preferred, however flexible, UK-Wide, hybrid working available with offices in MediaCityUK, Bristol and Central London. With a minimum 2 day per week working from a Creative UK workspace.

SALARY: up to **£45,000** depending on experience + benefits

CONTRACT: 2-year fixed term, full time, scope to become permanent after year 1

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **6th May midday**. Please complete our anonymous diversity and inclusion [survey](#). First round interviews will take place virtually on 24th May 2024 with the final round in-person on 31st May in London, immediate appointment preferred.

Please note we are not able to consider candidates based outside of the UK.

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

KEY AREAS OF RESPONSIBILITY

Monitoring UK Government and UK parliamentary activity, briefing colleagues and recommending actions through policy proposals to develop and land change.

Regularly engaging with civil servants across a range of Whitehall Departments, devolved and local government, and politicians across UK Parliament and equitably across political parties.

Drafting responses to relevant statutory bodies, Parliamentary Committees engagement, consultations and briefings on key issues and solutions.

Liaising with Creative UK teams to assist with maximum delivery of services to members as appropriate.

Working with Creative UK colleagues to organise events for campaigns, publications and initiatives.

Drafting content for external publication (press releases, website, newsletter, social).

Working closely with the Marketing and Comms team to shape policy-led communications to members.

Account management of influential Creative UK members, including trade bodies, industry leaders and not-for-profit organisations, regularly updating the Hubspot CRM and wider team on account status and key intelligence related to policy influencing with members.

Convening Creative UK working groups, developing content for engagement and consultation, holding meetings, managing interactions with Creative UK members, providing updates on key policy changes and consulting on policy proposals.

Managing relationships with industry bodies and influencers outside the creative sector and working on areas of cross-cutting policy such as education and the labour market.

Speaking at roundtables and public events on key policy topics.

Exploring new Creative UK membership and commercial prospects, conveying opportunities to Creative UK colleagues driving development and partnerships.

To be an ambassador for Creative UK; maintaining a professional approach always, networking by attending relevant events and undertaking public speaking opportunities

Ensure the company meets all its statutory requirements in relation to the GDPR

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

Required Experience, Knowledge and Skills

- **Excellent interpersonal skills;** an ability to deal with people at all levels
- **Strong communication skills:** confidence in written and verbal communication

- **Policy analysis and development:** demonstrably experienced in a public affairs, policy and/or political environment
- **Convenor and influencer:** the ability to convene and lead policy discussions with members and stakeholders
- **Connected:** existing contacts across public affairs, policy and parliamentary stakeholders
- **Knowledge and understanding:** across UK policy (*EU policy desirable*), interest in the creative sector and wider UK trade bodies. Knowledge of the financial sector and partnering opportunities (desirable)
- **Tact and diplomacy:** Ability to develop strong and effective working partnerships
- **Driven and forward thinking:** Autonomous working with excellent organisation skills
- **Systems and data:** Office365 & Hubspot CRM (*desirable*) with effective project management practice to control activity and work plan delivery

OUR CULTURE

All our employees are expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

THE PACKAGE

- Flexible hybrid working: 2 days min per week from our central London office
- Pension enrolment 5% employer contribution from 3 months service
- BUPA medical insurance + Medicash
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Guardians within Creative UK
- Summer Fridays, finishing work at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- 2 paid volunteer days per year to give something back to the community

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.