

SENIOR POLICY & PUBLIC AFFAIRS OFFICER

[Creative UK](#) is the independent network for the UK's Creative Industries, dedicated to championing the power of creativity to drive positive change. As a mission-led organisation, Creative UK works across the cultural and creative sectors to support innovation, advocate for policy reform, and unlock opportunities for growth and impact. With a commitment to inclusivity, collaboration, and sustainability, Creative UK brings together industry leaders, policymakers, and communities to ensure the UK's creative economy remains world-leading, resilient, and accessible.

Our work spans investment, advocacy, and support for creative talent and organisations, helping to shape a future where creativity is valued as a force for social and economic transformation.

THE ROLE

We are looking for a policy and public affairs professional with at least three years' experience, who can turn evidence into influence: shaping policy positions, steering consultation responses and building constructive relationships across government, parliament and industry.

You'll work closely with senior colleagues to deliver on priority workstreams, produce sharp, timely outputs and deliver a credible, solutions-focused voice for the cultural and creative industries. The role combines policy development with targeted public affairs, ideal for someone who enjoys moving from drafting a position to landing it with the right stakeholders.

REPORTS TO: Associate Director, Policy & Research

LOCATION: Preference for London/ in proximity. Workspaces also available in Manchester (MediaCityUK) and Bristol, hybrid working, min 1 days per week in an office.

SALARY/FEE: up to £35,000 FTE depending on experience / up to £186 per day freelance

CONTRACT: FIXED TERM October 2025 to end March 2026, PART TIME, 3 days per week, scope to become longer term.

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **6th October midday**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference on 14th and 15th October 2025, immediate appointment preferred.

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

KEY RESPONSIBILITIES

Policy development

- Development of policy positions across priority themes; produce high-quality briefings, consultation responses and submissions with clear recommendations and evidence.
- Maintain a live evidence base (stats, case studies, international comparators) that colleagues can draw on for advocacy, media and member engagement.
- Horizon-scan legislation, parliamentary business and departmental activity; examine the implications and work with colleagues to build advocacy solutions.
- Apply an EDI lens to policy analysis, including distributional impacts, barriers to access and ensure outputs are accessible to non-specialists.

Public affairs & influencing

- Build and manage relationships with members, officials, parliamentarians; prepare stakeholder maps, engagement plans and timely follow-up.
- Draft compelling letters, briefings and speaking notes for senior colleagues; prepare witnesses and members for meetings, roundtables and inquiries.
- Track and report on influencing outcomes
- Support Marketing and Communications colleagues with policy lines and fact-checks where relevant.

Programme coordination

- Plan and deliver stakeholder convenings (roundtables, workshops, evidence sessions) with inclusive formats and accessible materials.
- Oversee task timelines, risks and approvals; keep SharePoint folders structured and auditable; log contacts and interactions in the CRM.

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

PERSON SPECIFICATION

Attributes

- Strategic, politically astute and calm under pressure.
- Collaborative mindset
- Curious, solutions-oriented and motivated by membership advocacy
- Thoughtful about representation and accessibility when preparing content and convening stakeholders.

Essential Experience, Knowledge and Skills:

- At least three years' experience in policy and/or public affairs within a membership body, NGO, trade association or similar.
- Track record drafting policy positions and formal consultation responses; comfortable navigating parliamentary processes.
- Excellent stakeholder skills: credible with officials and parliamentarians; able to convene diverse member views and land compromise.
- Practical understanding of how EDI considerations inform policy choices and external engagement.
- Clear writer; rigorous with evidence and citations.
- Proficient with SharePoint for structured document management; strong MS Office skills.

Desirable Experience, Knowledge and Skills:

- Experience preparing select committee evidence
- Familiarity with devolved administrations and regional policy landscapes
- Experience in the cultural and creative industries
- Working knowledge of CRM use for stakeholder management (eg HubSpot).

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work

- ✓ We join the dots - collaboration is in our DNA
- ✓ We support and empower- we are here to accelerate change
- ✓ We are curious, open and honest – our knowledge is for sharing
- ✓ We celebrate difference, and respect the humanity and creativity in everyone

BENEFITS, for employees

- 35 hour working week FTE with flexible/ hybrid/ condensed working options
- Pension enrolment 5% employer contribution, from 3 months service
- 25 days annual leave + bank holidays
- Family friendly: enhanced maternity, paternity, parental, adoption, fertility policies and pay.
- Additional paid leave: your birthday, mental health day, volunteer day, plus 3-4 days between Christmas and New Year.
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA

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.