



Policy & Public Affairs Manager – Full-Time FTC Up To 12 Months

About *Be the Business*

Led by Sir Charlie and Chief Executive Tony Danker, *Be the Business* (BtB) was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Role Purpose

Working with and reporting to the Corporate Affairs Director, the Policy & Public Affairs Manager will be responsible for managing *Be the Business's* relationship with government, policymakers, politicians and stakeholder groups, both nationally and locally.

What You Will Do

- Act as the primary point of contact for *Be the Business's* sponsoring department (BEIS). Manage the regular BEIS meeting schedule including with ministers and senior civil servants.
- Lead *Be the Business's* work on Sector Deals and Local Industrial Strategies and develop approaches to engage with policymakers leading this work both nationally and regionally.
- Act as the day-to-day point person for *Be the Business's* relationships with policymakers in other departments including HM Treasury, DCLG and DCMS.
- Develop and execute a public affairs strategy, across both the Commons and Lords, with engagement with Select Committees as appropriate.
- Build and maintain a broad network of relationships with think tanks and key stakeholder groups to support the organisation's priorities.
- Manage a series of high-profile dinners between the *Be the Business* board and Parliamentarians.
- Monitor public policy and stakeholder debates on productivity, SME performance and economic development, and keep abreast of reports and events on these issues.

What We're Looking For

- Outstanding organisational and time management skills.
- Good understanding of Whitehall and a proven ability to build relationships across departments.
- Experience of working collaboratively with a multidisciplinary team.
- Strong understanding of economics and public policy debates around productivity and economic development.
- Good written and verbal communication skills.
- Degree level or equivalent.

What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:
careers@bethebusiness.com