

Corporate Affairs Manager – Full-Time FTC Up To 12 Months

About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* 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

The Corporate Affairs team has played a crucial role in helping the organisation raise its profile, establish its key messages and influence a wide range of audiences including senior politicians, policy makers, national journalists, regional press, think tanks, and corporate partners. In the past year the team has been responsible for high-profile meetings with Governor of the Bank of England, Mark Carney, Chancellor Philip Hammond MP, Business Secretary Greg Clark MP, and has built a broad base of support around the organisation's perspective on the country's economic priorities.

The Corporate Affairs Manager will be an important addition to the Corporate Affairs team. Reporting to the Senior Corporate Affairs Manager, they will be focused on establishing PR and external engagement opportunities linked to our programmes and advisory board members (known as the Productivity Leadership Group).

This is an excellent opportunity for a talented communications professional to further their career with a very high profile, mission-led organisation, with a hugely talented management team.

What You Will Do

- Source and shape thought leadership opportunities for board members in collaboration the Corporate Affairs team and external partners
- Build relationships with communications teams at *Be the Business* board members' companies to support the co-development of thought leadership moments
- Maintain relationships with national journalists covering business and economic issues
- Support the organisation of key external engagement moments with Government officials and MPs
- Draft materials to support PR activity including speeches, presentations, press releases, briefings and social media posts
- With the Corporate Affairs Assistant, develop and populate a calendar of upcoming thought leadership/PR moments, to be shared regularly with the CEO and Senior Corporate Affairs Manager
- Accompany the CEO and board members to events and interviews as required
- Develop external PR for the quarterly advisory board meetings
- Deputise for the Senior Corporate Affairs Manager and Director of Corporate Affairs as required

What We're Looking For

- Outstanding written and verbal communications skills, with the credibility and confidence to engage and influence at senior levels
- Strong interpersonal skills, and an ability to work effectively with a range of stakeholders
- A good attention to detail, with an ability to juggle multiple priorities and competing demands, in a fast-paced environment
- Motivated by contributing to a purpose-driven organisation, focused on a key national challenge
- Participate collaboratively with the wider Corporate Affairs team
- Forge strong collaborative working relationships with other internal teams and contribute to broader organisational projects as/when required

What We Offer

- 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