

## **Government Affairs Officer**

The Board of Deputies of British Jews is looking for a highly motivated individual to work as its Government Affairs Officer, with responsibility for religious freedom and equalities and engagement with national and local government, think-tanks, trade unions and equalities NGOs.

### **JOB DESCRIPTION**

#### **GENERAL DESCRIPTION**

The post is responsible for preserving and advancing the defence of Jewish rights and practices. The post includes advocacy, policy research, correspondence and administrative support on religious freedom and equalities. The post is integral to the Board of Deputies' wider engagement with national and local government, think-tanks, trade unions and equalities NGOs, and will lead on training for civil servants and local councillors about Judaism and the Jewish community.

**Salary:** £24,210-31,465 per annum (full time), dependant on experience.

**Hours of Work:** Monday-Wednesday 9:30-17:30; Thursday 9:00-17:30; Friday 9:00-13:30

**Holiday Entitlement:** 20 days, plus public holidays and Jewish festivals.

**Location:** Kentish Town – Applicants must have the right to live and work in the UK

#### **Responsibilities:**

##### **Policy**

- Developing policy, and offering advice on policy initiatives and associated projects.
- Engaging with emerging policy, including legislation, together with informing and liaising with relevant Board of Deputies and external colleagues.
- Providing support to lay leaders, the Senior Management Team and the Board of Deputies' Defence and Interfaith Relations Division on related matters.
- Providing policy and secretariat support to lay leaders on specialist issues including family law and medical issues.

##### **External Relations**

- Developing relationships with key stakeholders, including Government departments, local councillors, trade unions and equalities organisations.
- Developing seminars, events and tours for civil servants and local councillors.
- Preparing briefings for, and formal notes of, meetings with external parties.
- Working with partner organisations on joint initiatives.

## **Communications**

- Research, writing briefing documents and publications on religious freedom, including producing resources on Judaism and Jewish life.
- Monitoring press and the public sphere on policy issues.
- Presenting on the relevant policy areas to stakeholders, and the wider work of the Board to internal and external stakeholders.
- Assisting the PR & Communications Officer on related media enquiries and campaigns, with occasional support on social media and networking sites.
- Assisting with reports of Board or Divisional activities and contribution to the weekly Community Briefing.
- Handling governmental correspondence and community enquiries, particularly regarding Jewish rights in the workplace.

## **Miscellaneous**

- Undertaking specific projects as requested by the Chief Executive and the Director of Public Affairs.
- Maintaining a general familiarity with the work of the Board and the Public Affairs roles in particular. This is in order to provide cover on urgent issues during the absence of other Public Affairs Officers.
- Carrying out such administrative or other duties as may be requested from time to time by the Board's senior officers.
- This role will require some work on evenings and weekends, and some travel around the UK.

## **Person Specification:**

### **Knowledge**

#### *Essential*

- Good knowledge of current affairs
- A strong understanding of UK political and parliamentary processes
- A good working knowledge of the UK Jewish community's institutions and priorities
- Strong computer skills, including the ability to use social media
- Knowledge of matters pertaining to religious freedom and equalities
- A good working knowledge of UK government and civil society sectors, including one or more of central government, local government, trade unions or equalities bodies.

### *Desirable*

- Graduate or postgraduate degree in public policy, social policy or a related field
- Expertise in welfare and/or housing policy would be particularly beneficial

### **Experience**

#### *Essential*

- Stakeholder engagement, especially among one or more of central government, local government, trade unions or equalities bodies.
- Developing and maintaining strategic relationships
- Advocacy and awareness-raising
- Developing policy
- Experience of organising events
- Producing resources

### **Personal Attributes**

#### *Essential*

- Strong research skills
- Strong written and oral communication skills
- Strong interpersonal skills, with an ability to deal with challenging customers
- Well organised with good time management and an ability to work independently
- Willing and able to develop new knowledge and skills quickly
- A good team-player, able to support other colleagues where necessary

**Closing Date:** Wednesday 26 April 2017

**Preliminary Interviews:** Monday 8 – Tuesday 9 May 2017

**How to Apply:** Please send a CV and a covering letter, each of which should be a maximum of two sides of A4, outlining how you meet the requirements set out in the person specification and where you heard about the job. Please send this to [diane.gies@bod.org.uk](mailto:diane.gies@bod.org.uk) with the subject heading 'Government Affairs Officer'.

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