

London First Job Description

Title: Stakeholder Relations Manager [inc. Public Affairs]

Reporting to: Executive Director, Communications

Working closely with: Communications team, Campaigns team, Policy team, Events team, Executive leadership team

Context: London First is an influential business membership organisation with a mission to make London the best city in the world in which to do business. We mobilise the expertise and experience of the capital's major businesses, universities and colleges to devise and promote practical solutions to the challenges facing London.

Scope: Full time permanent position, to start as soon as possible.

Key deliverables

- Working closely with the Executive Team and policy directors to coordinate and enable effective stakeholder relations and public affairs [including business leaders, policy-makers, ally organisations and key influencers of these] from identification and monitoring to planning and coordination both internally and externally, to deliver increased influence and clout for the organisation as we drive towards our 2019 goals to:
 - Being the authoritative voice of business in London, convening top business leadership to keep London at top of global charts delivering for UK
 - Having led the way on immigration and skills to keep London open in the post-Brexit world
 - Set the agenda on housing
 - Achieved big wins on Crossrail
 - Responded with agility to externalities
 - Being brilliant team players, punching well above our weight

Tasks

Planning, evaluation and coordination

- Work closely with the Executive Leadership Team (particularly Policy Directors), to ensure coordinated and impactful stakeholder relations – with particular attention to gaps.
- Work closely with the rest of the Communications Team, to ensure integrated planning and delivery of stakeholder relations in communications.
- Horizon-scanning and monitoring of external, public affairs, and stakeholder activity, identifying opportunities and sharing insights with relevant colleagues.
- Ensure the communications, political and stakeholder database contacts are up to date.
- Provide mapping, monitoring and evaluation of stakeholder engagement to demonstrate impact and value of these, developing a reporting dashboard for this.
- Ensure the communications planning calendar is informed and up to date, externally driven, setting regular meetings, agendas and follow-ups for the communications team meetings.
- Provide communications project management, planning and coordination support [e.g. planning grids, timelines and meetings] for stakeholder relations management across the communications function as well as for specific projects.
- Manage external agencies who deliver benchmarking and monitoring services.

Stakeholder communications

- Work with the Digital Marketing Manager to support stakeholder engagement via digital channels.
- Provide support in preparing and delivering stakeholder communications [e.g special updates, briefing papers, website content etc]
- Draft briefings for both internal and external individuals.
- Coordinate with the events team on stakeholder attendance and speakers.
- Provide other operational communications support as directed by line manager.

High-level engagement and events

- Manage London First presence and communications at Party Conferences, working closely with the Events Manager and the Director of Communications and Campaigns
- Borough Leaders
- Identifying, securing, briefing and follow-up of high-profile speakers for key London First events, e.g. Partner dinners, London Awards Dinner, London First Summer Business Lunch, Skills London etc
- Ad hoc engagement including meetings/dinners with politicians and the London First public affairs professionals reception
- Proactively engaging with Westminster business: writing briefings to send to speakers in relevant debates, attending APPGs with speakers/ topics of interest, encouraging MPs to table written/oral questions
- Coordinate interaction with various platforms including London Business Board and London APPG meetings: attend, circulate notes, help to find speakers and promote London First interests
- Coordinating corporate engagement with candidates and process pre-elections (General, Mayoral, Local)

Key competencies required

- Strong sense of initiative and a 'can-do' approach
- Team player
- Professional
- Strategic/political instincts
- Excellent organisational skills and ability to multi-task
- Intellectual curiosity - engages in subject matter

Key attributes, background and experience:

- Educated to degree level and/or experience in a similar role and environment and/or qualification in related subject
- Proven experience of public policy and/or public affairs/stakeholder relations management
- Excellent and proven written and verbal communications skills
- Proven ability to work well with and influence senior colleagues
- Ability to focus on delivery, meet deadlines whilst maintaining strong attention to detail
- Ability to prioritise work and work on own initiative
- Keen interest in London, business and politics
- Understanding of the UK Parliamentary and political system as well as London government
- Commitment to London First's aims and values
- Proficient in Microsoft Office

- Some flexibility with working hours
- Desirable – experience of securing high-profile ‘celebrities’

How to apply

- Please send your CV and a very brief cover letter to Marilise Saghbini - Executive Director, Communications: msaghbini@londonfirst.co.uk.

London First is an equal opportunity employer. Our values support our vision of a truly inclusive, culturally and socially cohesive capital. We are committed to achieving and maintaining a workforce which represents the population from which we derive our business, in terms of age, disability, ethnicity, gender, religion and sexual orientation.

MS 30.03.2017