

Job Description

Job Title	Government Relations Executive
Location	CEC office in London.
Reporting to	Head of Government Relations
Direct Report	N/A
Term (Temp/Perm)	Permanent
Salary range	£22,000 - £25,000
<p>Overview:</p> <p>The Careers & Enterprise Company was set up by government in 2015 to inspire and prepare young people for the fast-changing world of work. Our role is to be the national network that connects schools and colleges, employers and careers programme providers to create high-impact careers opportunities for young people.</p> <p>Executing against this modern and dynamic blueprint cannot be done in isolation. It requires thousands of people from schools, colleges, employers and careers and enterprise providers working together. At the Careers & Enterprise Company, we are committed to working with others to create a network that delivers these encounters and helps schools and colleges build careers and enterprise aligned with this best practice.</p> <p>Our four pillars of work</p> <ol style="list-style-type: none"> Building local networks: We are building a national network in collaboration with Local Enterprise Partnerships that connects schools and colleges to employers across the country. Finding out what works: Our research draws together what is known about the best ways to prepare young people for the world of work. Backing proven ideas: Our investment funds helps the best ideas spread quickly. We use these programmes to develop best practice and leverage additional investment into the system, with over £15million in external funding secured to date. Supporting careers and enterprise with technology: We are developing a digital infrastructure to support young people into the world of work and to help schools and colleges to optimise their careers and enterprise provision. <p>Christine Hodgson, chairman of Cag Gemini, is our chair. Other board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.</p> <p>For more information visit www.careersandenterprise.co.uk</p>	

Role Summary
<p>To work as part of the busy Government Relations team to help maximise the external profile and advocacy activities of the Careers and Enterprise Company with Governmental and political stakeholders.</p> <p>The Government Relations team sits at the heart of the Careers & Enterprise Company, playing a key role in the day to day operations of the organisation. In this exciting role, your work will contribute to a joined-up approach to ensure the Company viewpoint and mission is visible, understood and engaged on externally. As the world of government relations and public affairs evolves you will need to keep on top of the latest ways to utilise key content, press and social media to further our objectives. You'll also need to have a good grasp of current affairs, a sound understanding of the political climate and a willingness to develop a sharp political and business antenna to spot opportunities for the organisation.</p> <p>The Careers & Enterprise thought leadership, advocacy and engagement activity is constantly growing and the Government Relations Executive will need to demonstrate flexibility and proactivity to work effectively in this environment. Strong organisational skills are essential to this role as you will be required to work on several things at the same time in an environment which can be fast paced.</p> <p>The ability to build relationships and work in a team is key, so being a sociable people person is important as is strong communication skills (verbally and written). There will be frequent occasions when you will be the first port of call for high profile external stakeholders, so a confident manner is required.</p> <p>From time-to-time the job requires some out of hours and off-site work, either in attending conferences or similar events</p>
Key Responsibilities
<ol style="list-style-type: none">1. To lead intelligence gathering on political insight and key policy developments that affect our work. You will lead the daily horizon scanning of the news cycle and political monitoring and disseminate timely updates on relevant policy to our team and colleagues.2. To manage our government engagement programme with our parliamentary, governmental, policy and business stakeholders. You will be responsible for:<ul style="list-style-type: none">• Flawless preparation and organisation of briefings for our engagements.• Systemising our engagement approach, including monitoring, meeting preparation, follow up and internal dissemination.• Producing and developing materials we will need and use to promote the Company's thought leadership, activities, position and messages.• Developing relationships with our key Government stakeholders' - key officials, private secretaries and assistants to enable us to deepen and influence relationships at the senior level.

3. To work with Government Relations colleagues on engagement activities for key stakeholders with opportunities to attend meetings and develop engagement and influencing skills.
4. To support Company public policy consultation responses, including the management of online survey tools and organising focus groups and case studies where appropriate.
5. To ensure the new contact management system is kept up to date, assisting colleagues to transfer appropriate information onto the new database that will help us with our engagement strategy. This will involve also using the database as a key tool for the effective targeting of stakeholders and measuring engagement, producing appropriate updates and reports as necessary.
6. To undertake ad hoc research and project work as arises in support of our team and company strategy to help further the voice of the Company.
7. To undertake other tasks necessary to support the smooth and effective operation of the Government Relations team.

Qualifications & Experience Required

- Experience of working in Parliament would be highly desirable.
- Recent experience in a government relations or politics environment, again is highly desirable.
- A keen interest in the above areas gained from study or equivalent would be desirable.

Skills & Our Core Competencies:

- Exemplary written copy for a wide range of audiences and channels (examples will be required at interview and this will be tested).
- Ability to build rapport and constructive relationships across different audiences.
- Excellent time management, attention to detail, and multitasking skills.
- Diplomacy, tact and understanding of others' priorities to achieve common goals
- Ability to work at pace.
- Resilient and flexible, comfortable with complexity, uncertainty and ambiguity.
- Self-starter and self-sufficient but able to be a team player, working with different colleagues and teams across the Company.
- Excellent communication skills.