

# CAMPAIGNS AND PUBLIC AFFAIRS MANAGER

**Basic hours per week:** Permanent, full-time (35 hrs)

**Location:** Bloomsbury, London

**Remuneration:** £27-30,000 pa depending on experience

**Reports to:** CEO



## The role

To work with the CEO and communications team to help influence government policy and industry practice, and to promote understanding of the SoA's aims and policies among our audiences.

## Key responsibilities

### *Policy and Public Affairs*

- Oversee the SoA's work in influencing government policy and industry practice in conjunction with the CEO and the Campaigns Subcommittee.
- Monitor and research relevant policy developments at UK, European and international level, reporting back to the CEO and members and advising on the SoA's responses.
- Draft SoA responses to consultations and other legislative developments.
- Maintain a target list of MPs and Peers across all political parties to brief and share our key messaging.
- Build and strengthen links with key figures in Parliament and relevant Government departments, particularly DCMS, BEIS and the Intellectual Property Office.
- Maintain relationships with key organisations across the sector for the purpose of joint advocacy work.
- Represent the SoA at external meetings, either alone or with the CEO and/or members.

### *Campaigning*

- Create a multi-stranded strategy for all SoA campaigns and deliver actions in order to secure campaign outcomes.
- Harness the power of our 11,000 members and many thousands more supporters on social media and elsewhere by involving them in our campaigning work and creating regular calls to action.
- Work with our high-profile Council members to secure media coverage for campaign issues.
- Coordinate and minute the SoA Campaigns Subcommittee and produce reports for meetings on all campaigning and advocacy work.
- Draft monthly campaigns newsletter and send out to members and supporters.
- Explore ways to measure and report on the progress and effectiveness of our campaigning.

### *Communications*

- Produce high quality, engaging briefings and other written materials across all policy areas that are relevant to our members, targeted at a range of audiences.
- Work with the communications team to prepare press releases and liaise with the media on issues related to policy and political developments.
- Prepare content for the website, in particular policy and campaigning news and our 'Where We Stand' pages.
- Act as point of contact for Government, relevant stakeholders and useful opinion makers.

### *General*

- Work effectively across policy and our communications to use existing expertise and intelligence, and to facilitate sharing of information on emerging issues identified by staff.
- Attend meetings within and across teams to gather and share information.
- Document and follow up from internal and external meetings.
- Contribute to and implement the outcome of internal projects e.g. strategic reviews.

*The duties above outline the broad areas of responsibility of the role. The SoA reserves the right to vary these duties to suit the requirements of the business.*

## Person specification

### *Skills and experience:*

- In-house Public Affairs role experience.
- Experience in strategy development for integrated communication campaigns.
- Excellent written and oral communication skills.
- Experience of building relationships with senior decision makers and their offices.
- Experience in project management; writing briefings and political monitoring.
- Experience of working with policy & communications colleagues and committees to develop effective campaign strategies.
- Stakeholder engagement experience.

## Apply

To apply for this role, or to find out more, email Anna Ganley at [AGanley@societyofauthors.org](mailto:AGanley@societyofauthors.org) by **31 August**. When applying, please email your CV together with your letter of application. All applications will be acknowledged.

Interviews will take place on **Monday 9 September**.

*The SoA is committed to championing equality, inclusivity and diversity. We strongly encourage applications from a broad range of social, cultural and educational backgrounds and from under-represented backgrounds.*

## Financial support

[The Book Trade Charity](#) offers financial help to applicants (particularly those under the age of 30) looking for jobs in the book trade, including help with interview costs, affordable housing and accommodation. [Find out more](#)