



**Job title:** Partnerships and Public Affairs Officer

**Line Manager:** Director of Partnerships and Public Affairs

**Role Purpose:**

To contribute to delivery of the partnerships and public affairs strategy of the Catholic Bishops' Conference of England and Wales, including Catholic Education Service (CES) with a particular focus on engagement with Government and Parliament in both Westminster and Cardiff.

The role will contribute towards the proclamation of the love of Jesus Christ which motivates all the work of the Secretariat and permeates every aspect of the work of supporting the Bishops' mission.

**Key Responsibilities:**

**Public Affairs**

- To monitor House of Commons, House of Lords and the Welsh Senedd and provide weekly/monthly updates to colleagues
- To produce and/or disseminate briefings to MPs, Peers, MSs and others
- To organise meetings with MPs, Peers, MSs and others
- To be a point of contact with Parliamentarians and help build strong links with them
- To support national campaigns
- To assist in events organising, e.g. Parliamentary receptions
- To draft correspondence to Ministers
- To maintain Westminster and Welsh political internal databases

**Partnerships**

- To work closely with staff in the Policy and Research team, Mission team and Communications team of the Bishops' Conference and the Catholic Education Service
- To provide communications support to CES, including content creation for website, social media platforms and resources and guidance for dioceses and schools
- To work closely with staff from the Bishops' Conference agencies on public affairs and specific projects
- To promote the work of dioceses and agencies of the Bishops' Conference
- To work closely with colleagues from other Christian denominations and faiths, particularly the Church of England, the Church in Wales and the Jewish community
- To provide support for specific partnership projects and programmes eg. Faith in Politics Internship

**General**

- Document management for the Partnerships section of SharePoint
- To work with the Director of Partnerships and Public Affairs to agree a programme of training to support the post-holder's professional development.
- To undertake other duties appropriate to the role of the post-holder as directed by the Director of Partnerships and Public Affairs.

## Person Specification

### Essential:

Competency	Criteria	Assessment
A First or 2:1 undergraduate degree		
Demonstrates an understanding of working with the Catholic Church and sympathetic to its teachings	<ul style="list-style-type: none"> <li>Provides indication of understanding of working in a Catholic Church setting</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates an understanding and experience of working within a political and current affairs driven environment	<ul style="list-style-type: none"> <li>Provides examples to illustrate understanding of the political environment</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>Interview</li> </ul>
Understands parliamentary, political and legislative processes	<ul style="list-style-type: none"> <li>Understand parliamentary process in English and Welsh parliaments</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Ability to assimilate and summarise complex information	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Excellent interpersonal and verbal skills	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Excellent and accurate written English, with an ability to write for different audiences	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates experience of contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates a track record of working flexibly and collaboratively with colleagues and external stakeholders to deliver high quality outcomes	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Summarises and communicates information effectively to colleagues	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
High level of competence with MSOffice programmes		