



Press and Public Affairs Assistant

Recruitment pack | September 2021

Press and Public Affairs Assistant

7 September 2021

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones – Press & Public Affairs Assistant. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering e-mail if you are applying as a disabled applicant
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk

Applications must be received by **12 noon (GMT) 21 September 2021**

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at giuseppe@thebritishacademy.ac.uk.

We look forward to hearing from you.

Yours sincerely,

Liz Hutchinson

**Director of Communications and Marketing
The British Academy**

About the British Academy

The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

A Fellowship of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

A Funding Body that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

A Forum for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

The Communications and Marketing Directorate

The Communications and Marketing Directorate is responsible for raising the profile of the Academy among a wide range of audiences. The Directorate is organised into four small teams but is a collaborative and integrated team working closely together on all aspects of our work. The four teams are; Digital, Brand and Marketing, Events, News and Public Affairs and Publishing.

The News and Public Affairs Team manages the British Academy's profile and relationships with people of influence in politics and the media, making sure that these people understand the organisation's purpose and ambitions. The team coordinates engagement across the Academy's diverse teams and policy portfolios, providing strategic communications advice and leading on forward planning and horizon scanning.

The current work programme includes activities linked to the Academy's SHAPE initiative (Social Sciences, Humanities and the Arts for People and the Economy), the Academy's Observatory (monitoring the health of the disciplines), the Future of the Corporation Programme, the future of higher education, and languages, the rolling out of an Early Career Researchers Network, along with an ongoing programme of small projects, engagement activities, policy seminars, debates and other public events.

It is an exciting time to be joining the News and Public Affairs team, as you will be able to assist a well- established, harmonious and strong group of colleagues in discharging all its press and public affairs functions.

The Role

The role-holder will assist with the day-to-day running of the British Academy's News and Public Affairs work, helping to increase awareness of the Academy's work among policy, parliamentary and media stakeholders, build the Academy's profile and increase public awareness of the value of the humanities and social sciences.

Job Description

Identification of job	
JOB TITLE:	Press and Public Affairs Assistant
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
REPORTS TO:	Deputy Head of Public Affairs
STAFF SUPERVISED:	None
Purpose of the job	
OVERALL OBJECTIVE:	The role-holder will assist with the day-to-day running of the British Academy's News and Public Affairs work, helping to increase awareness of the Academy's work among policy, parliamentary and media stakeholders, build the Academy's profile and increase public awareness of the value of the humanities and social sciences.
MAIN DUTIES:	Public Affairs <ul style="list-style-type: none">• Monitoring parliamentary business, adding important events to forward planning calendar.• Identifying politicians or other influential figures who are sympathetic to our cause and who may be interested in our events.• Inviting politicians and other stakeholders to events and meeting and greeting.• Tracking engagement with politicians using the CRM.• Drafting briefings and other content as directed by other members of the team. Media

	<ul style="list-style-type: none"> ○ Maintain the organisation’s forward planning calendar, collecting information from around the organisation and horizon scanning. ○ Monitor the media (newspaper, magazines and online), compiling and circulating a regular email of relevant news stories and media coverage. ○ Build and maintain the press team’s media lists using Gorkana. ○ Drafting copy as directed by other members of the team. <p>Administration</p> <ul style="list-style-type: none"> ○ Assist with the day-to-day administration of the communications team and the general running of the press office as directed. ○ Track key metrics for the press team, with guidance from the Head of News and Stakeholder Engagement. ○ Assist with general ad hoc office administration, including admin support for setting up of and managing of external contractors and other paperwork relating to budgets and finance.
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Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

Criteria marked * will be assessed at the sift stage.

Desirable Criteria can be identified in italic font.

Requirements	
Experience & Qualifications	<ul style="list-style-type: none"> ○ Substantial experience of public affairs work or work in parliament, in a relevant sector. * ○ Demonstrable understanding of influencing tactics in parliament and government ○ Experience of implementing and delivering public affairs strategies or campaigns. * ○ <i>Experience in a Higher Education or other research focused setting</i> ○ <i>Experience of working with academics</i> ○ <i>Experience of working on a campaign that has delivered policy change</i>
Knowledge	<ul style="list-style-type: none"> ○ Demonstrable understanding of influencing tactics in parliament and government * ○ Good knowledge and understanding of the full mix of communications tactics. ○ High level of political knowledge, including of the Devolved Nations and local and regional political structures. * ○ <i>Knowledge and understanding of the UK's Higher Education and Research environment.</i> ○ <i>Understanding of effective evaluation frameworks for public affairs activity</i>
Skills	<ul style="list-style-type: none"> ○ Excellent drafting and editing skills, and a strong instinctive political judgement. * ○ High level interpersonal skills, able to communicate effectively with people at all levels. ○ Strong planning, organising and negotiating skills. * ○ Good listening skills. ○ Ability to work on own initiative. * ○ <i>Experience of using CRM systems to track engagement</i>
Personal style and Behaviours	<ul style="list-style-type: none"> ○ Personal commitment to the values, vision and objectives of the organisation ○ A team player who works collaboratively and communicates effectively with colleagues. * ○ Manages time and resources effectively. * ○ Demonstrates a pro-active, can-do attitude and takes ownership of tasks where appropriate. ○ Handles difficult situations calmly, with sensitivity and respect. ○ Tact and discretion
Other Requirements	<ul style="list-style-type: none"> ○ Demonstrates commitment to high quality service and efficiency in all aspects of the organisation's operations. * ○ Demonstrates commitment to equality and diversity. *

Salary and benefits

Position

Press and Public Affairs Assistant

Salary

£23,750 per annum

Office Location

[10-11 Carlton House Terrace](#)
[London](#)
[SW1Y 5AH](#)

Hours of work

35 hours a week, Monday to Friday

Annual Leave

34 days (plus 8 bank holidays)

Additional benefits include:

- a defined-benefit pension scheme
- annual pay review
- interest-free season ticket loans
- a stunning, Grade I listed building
- enhanced family-friendly benefits and sick pay
- social activities
- a subsidised canteen
- hybrid-working – working in the Academy's office location and working from home

Key Dates

Closing date for applications

12noon, Tuesday 21 September 2021

Shortlisted candidates informed

Thursday, 30 September 2021

Interviews

Thursday, 7 October 2021