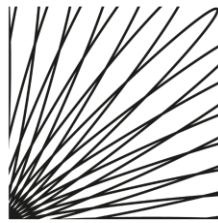


Job Description

| Policy and Public Affairs Executive | |
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| Job Summary | <p>In this role you will work alongside the Director General of the Alliance to help influence the policy environment around Intellectual Property. As a small team, there is lots of opportunity to get involved in all aspects of the Alliance's work, from meeting civil servants and politicians to helping organise roundtables, events, and drafting correspondence and policy papers. Based at the BPI's offices in County Hall on the south side of Westminster Bridge (during normal times), there are plenty of opportunities to be part of a wider office environment. The role also involves working closely with members and their public affairs, policy and communications teams, who represent many interesting and diverse sectors. Our work involves shaping policy across many different issues including: internet regulation; law enforcement; trade policy; Artificial Intelligence; and innovation.</p> <p>The role would suit someone who has good knowledge of the political system and has experience in Westminster and/or in Public Affairs, but is looking to perhaps take the next step and be more outward facing in communicating with the political community.</p> |
| Detailed Responsibilities and Tasks | <ul style="list-style-type: none">➤ The responsibilities include general monitoring and reporting of the political and policy environment. You will be expected to keep a watching brief on many areas of IP policy, most notably copyright, trade mark and design, and policies relating to enforcement and internet regulation. In addition, responsibilities will include helping to organise Alliance events including British IP Day, the Annual Summer Reception on the House of Commons terrace, as well as regular Alliance member meetings and Parliamentary lunches.➤ The role will include understanding and contributing to policy development on IP issues, liaising with officials, MPs and Peers to ensure the Alliance's communications are well understood.➤ Work will include:<ul style="list-style-type: none">• Organising meetings with MPs and officials and attending these with the Director General; drafting letters to MPs, Peers, and Ministers following parliamentary developments and proceedings; liaising with political researchers to understand their requirements.• Assisting with the organisation of the APPG for IP.• Helping to draft consultation responses and other research and policy papers.• Assisting in marketing activity, including updating the Alliance website and maintaining the Alliance's social media presence.• Creating and establishing good and consistent channels of communication with the Alliance Officers.• Attending main Alliance meetings and Officers' meetings.• Monitoring political developments, communicating information to relevant stakeholders and identifying opportunities for promotion of Alliance issues. |



Job Description

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| Personal attributes and skills | <ul style="list-style-type: none">➤ Someone who is bright, articulate, self-starting and ambitious➤ Ability to juggle lots of different tasks➤ Excellent writing skills➤ Education to degree standard➤ Very strong understanding of the UK political environment and the operations of political institutions➤ Good digital skills➤ Ability to present with enthusiasm and conviction➤ Familiarity with social media➤ Flexible and willing to fit in with a small team➤ A knowledge of some of our policy areas would be helpful but isn't essential |
| Employment Details | <ul style="list-style-type: none">➤ Full time - 35 hours per week. Flexible approach required with occasional work outside normal hours.➤ £25-30,000 annual salary➤ Salary to be reviewed on an annual basis➤ 3% pension contribution in first six months, rising to 5% thereafter |
| How to apply | <p>Please send a CV and covering letter (no longer than a page) to: Dan Guthrie Dan@allianceforip.co.uk Deadline for applications: Friday 30th April 2021</p> |