

JOB DESCRIPTION

Job Title	Policy & Campaigns Officer
Department	Marketing Communications & Policy
Responsible For	Developing and preparing written responses to government consultations issued by Westminster and the devolved administrations on proposed legislation Preparing articles, fact sheets, briefings and guidance documents on legislative changes Answering queries from members, staff and stakeholders and being the main point of contact for a wide range of policy issues
Job Grade	5
Salary Range	Salary dependent on experience
Reports to	Senior Policy and Campaigns Officer

Job purpose:

Supporting lobbying activity and delivering a diverse range of high quality written communications.

Main duties and responsibilities:

- Working with the Senior Policy Officer, Marketing Communications team and Chief Executives to articulate policy positions to influence key stakeholders.
- Preparing persuasive and reasoned responses to government consultations and calls for evidence across residential sales and lettings, with support to issues relevant to auctioneering, commercial property management and inventories.
- Pivotal to the role is work to present elements of draft Bills, Acts of Parliament, Statutory Instruments, and Regulations in forms that can be easily understood by practitioners and Propertymark staff (members and the wider sector).
- Building and maintaining an awareness of the sector landscape and being highly organised to manage deadlines for written responses to a variety of consultations and calls for evidence.
- Assisting with lobbying Government, MPs, AMs, MSPs and other relevant parties on issues affecting the property industry.
- Creating fact sheets to support member compliance with legislation.
- Creating persuasive and engaging written content to support campaign messaging and wider external affairs. Writing lines to support the creation of articles for use across Propertymark's channels.
- The Policy and Campaigns Officer will be the point of contact for a wide range of policy issues, providing some support to Propertymark staff and members with responses to technical queries.
- Attending internal and external sector meetings and presenting as appropriate.
- Any other responsibilities or tasks as reasonably requested by the business.

Key working relationships:

- Senior Policy & Campaigns Officer
- Marketing Communications team
- Chief Executives
- Senior Managers
- Key industry stakeholders

Person specification

- Exceptionally persuasive communications
- A level of professionalism appropriate to working with senior staff
- Attention to detail and accuracy are essential
- Commitment to Propertymark's mission, vision and values

Education / experience:

- Experience of writing well developed, evidence-based responses to consultations
- Experience of a role relevant to lobbying and policy
- Working knowledge of legislative processes and procedures, preferably across the UK
- Experience of interpreting legislation
- Experience of managing stakeholder relationships
- Experience of developing policy lines
- Demonstrable ability to draft formal reports and position papers
- Experience in external relations
- Degree in relevant discipline