

JOB DESCRIPTION

Job Title	Policy and Campaigns Officer
Department	Policy and Campaigns
Job Grade	5
Salary Range	£36,000 to £38,000 (dependant on experience)
Reports to	Policy and Campaigns Manager

Are you interested in joining the UK's leading membership body for property agents to help interpret key policy positions and legislative developments as well as engage with stakeholders and partners, lobby for change and represent members' views?

Propertymark is the leading membership body for property agents with nearly 18,000 members across the UK who display the Propertymark Protected logo. These are professionals working across all disciplines of property from business owners to office employees in lettings, sales, commercial property, valuers, auctioneering, and inventory provision.

Job purpose

We are looking for a proactive and creative policy and public affairs professional to support lobbying activity and deliver a diverse range of high-quality written communications.

This is an important role within Propertymark and the wider Policy and Campaigns Team. You will produce resources to support members across the divisions, maximise all opportunities to engage with key stakeholders, monitor and stay on top of key issues affecting housing across the UK and be involved in gathering data from members and interpreting legislation.

Main duties and responsibilities:

- Working with the Policy and Campaigns Team, Press Team and Marketing Communications Team to articulate policy positions to influence key stakeholders.
- Preparing persuasive and reasoned responses to government consultations and calls for evidence across all property sectors and aligned matters.
- Assisting with lobbying governments and building relationships with MPs, Peers, MSs, MSPs, MLAs and other relevant parties on issues affecting the property industry.
- Pivotal to the role is being able to present elements of draft Bills, Acts of Parliament, Statutory Instruments, and Regulations in forms that can be easily understood by practitioners and Propertymark members, staff 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.
- Creating fact sheets, guides and FAQs 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:

- Policy and Campaigns Manager and Policy and Campaigns Team
- Marketing Communications Team
- Public Relations, Press and Media Team
- Senior Managers
- Key industry stakeholders

Person specification

- Exceptionally persuasive communications
- A level of professionalism appropriate to working with senior staff and external stakeholders
- 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