

JOB DESCRIPTION

Job Title:	Policy and Campaigns Officer
Working For:	Propertymark
Location:	London or Warwick hybrid working
Salary:	£37,000 per annum
Reports to:	Head of Policy and Campaigns
Length of Contract:	Maternity cover 12 months with the possibility of the post becoming permanent
Send CV:	To apply send your CV and one page covering letter to Timothy Douglas timothydouglas@propertymark.co.uk

Propertymark is looking to recruit a proactive and creative Policy and Campaigns Officer to assist with lobbying and stakeholder engagement activities as well as delivering a diverse range of high-quality written communications.

Propertymark is the leading professional body for estate and letting agents, commercial agents, inventory providers, auctioneers and valuers, comprising over 17,000 members across the UK.

Reporting to the Head of Policy and Campaigns and working with a small Policy and Campaigns Team, you will be a point of contact for a wide range of policy issues, prepare responses to consultations and engage with stakeholders to promote the work of Propertymark.

The role will involve providing materials to support campaign messaging and press work. You will have experience of drafting guidance and policy briefings on technical issues, dealing with senior personnel and managing complex stakeholder relationships. Applicants must be able to demonstrate the ability to draft formal reports and position papers. A working knowledge of the legislative processes and procedures is essential.

Responsibilities

- Preparing persuasive and reasoned responses to government consultations and calls for evidence across the property sector and aligned matters.
- Providing briefings, factsheets, FAQs, guidance and position papers on legislation and policy developments and their implications for Propertymark members and staff.
- Assisting with lobbying governments and building relationships with MPs, Peers, MSs, MSPs, MLAs and other relevant parties on issues affecting the property industry.
- Representing Propertymark at meetings and working groups on matters relating to the property sector.
- Advocating legislative changes and Propertymark policy positions at internal and external meetings and events.
- Working with the Press Team and Marketing Communications Team to articulate policy positions and create persuasive and engaging content to support campaign messaging across Propertymark's communications channels.
- Building an awareness of the sector landscape and providing support to Propertymark staff and members with responses to technical queries.

Experience

- Excellent written and oral communication skills.
- Clear evidence of interpreting complex legislation.
- Experience of writing persuasive responses to consultations.
- An understanding of legislative processes and procedures.
- The ability to professionally interact with senior officials.
- Experience of managing complex stakeholder relationships.

Person specification

- Commitment to Propertymark's mission, vision and values.
- Ability to extract relevant information from complex materials.
- Excellent organisation skills.
- Flexibility.
- The ability to manage a busy schedule and high turnover of content.
- Personal integrity and credibility.
- Educated to degree level.
- IT literate.