



Public Affairs Officer

(London - Paid position, full time)

Right To Life UK is a campaigning and charitable organisation focused on life issues in the UK. We work to advance the recognition and preservation of human dignity, particularly through consistent protection for the right to life of every human being from conception to natural death.

We are seeking a capable, self-motivated and experienced individual to become our Public Affairs Officer, working closely with our Director of Public Affairs and wider Public Affairs team on the day-to-day execution of the organisation's public affairs strategy.

Answering to the Director of Public Affairs, the successful candidate will have excellent interpersonal skills and be able to hit the ground running to deliver the momentum to help grow the organisation's public affairs strategy and influence.

Key responsibilities:

As Public Affairs Officer you will be responsible for:

- Working closely with our Director of Public Affairs on the day-to-day execution of the organisation's public affairs strategy.
- Regularly educating politicians, special advisers and civil servants on life issues through meetings, written correspondence and coordination of parliamentary events.
- Monitoring of life-issues-related policy developments in Westminster, Whitehall, devolved administrations, the courts and judiciary, the Equalities and Human Rights Commission, relevant parts of the charity sector, royal colleges and new research from the policy/research institute and university sectors.
- Working with the Director of Public Affairs to identify and respond proactively to all relevant government and select committee consultations and producing briefings in order to help MPs/peers and supporters do the same.
- To keep in close contact with and work with other organisations in the life-issues field.
- To educate the wider public through the organisation's public-facing campaigns by helping produce resources, writing content for digital assets (website, social media, video transcripts, etc.) and drafting media briefings/press releases/opinion pieces for the media components of campaigns.
- Any other related tasks within the organisation as may be necessary.

Key skills and abilities

Knowledge and experience:

- Good honours degree required and postgraduate qualifications desirable.
- Relevant experience interacting with major political institutions, including lobbying.
- Good knowledge of life-issues and connected areas.
- A sound understanding of and commitment to the mission of Right To Life UK.

A successful candidate will:

- Have a detailed knowledge of parliamentary procedure.
- Have advanced written skills with the ability to write policy proposals, briefings, speeches, digital and campaign content etc.
- Understand and engage with the latest life-issues-related research, relevant legislation and consultation documents.
- Exhibit a rigorous approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines.
- Have strong personal and time-management skills.
- Be an excellent written and oral communicator.
- Be able to relate to people from all cultures, ethnicities and value-systems.
- Be able to hold information in confidence and build trust with those around you.
- Be positive and enthusiastic.
- Have the ability to persuade, motivate and inspire others to action.
- Be able to think strategically and innovatively.
- Be able to build and maintain external relationships.

Personal attributes:

- Have an interest in working in public affairs for a life-issues-related organisation and a strong desire to play a part in influencing law and culture on these issues.
- Preferably able to demonstrate a firm commitment to life-issues-related causes through volunteer involvement with relevant projects in the past.
- Inspired by the work of the organisation and in full agreement with the organisation's mission and campaigning positions.
- Enjoy writing, undertaking research and presenting the final product of this research to legislators.
- When deadlines demand, flexibility and willingness to work overtime.
- When necessary, capable of working under pressure.
- Committed to both team and unsupervised working.
- Able to avoid party-political and denominational bias in your role.
- When necessary, willingness to help with tasks outside regular duties.
- An ability to bring an entrepreneurial zeal to your role and to get excited about the outcomes that you can achieve through your involvement with the organisation.
- High standards of personal discipline, reliability, honesty and integrity.

Reporting

- You will report to the Director of Public Affairs.

Work location

- London.

Remuneration

- Salary: competitive based upon skills and experience.

Length of contract

- Full-time permanent position.

To apply for this position please send a covering letter and your CV to careers@righttolife.org.uk