



## Supporting Solicitors



### Public Affairs Adviser

**Job purpose:** To lead on the development and delivery of public affairs plans for specific policy areas, and to support other core team functions such as campaigns and stakeholder management

#### Key Accountabilities:

- Lead on the development and delivery of public affairs plans for a number of policy areas, such as access to justice.
- Respond to legislative developments which impact on the legal profession and justice system
- Support the development and delivery of Law Society campaigns
- Research and draft written outputs including speeches, briefings and thought pieces
- Support the implementation of the Society's external stakeholder engagement strategy
- Support the work of the secretariat of the All Party Parliamentary Group of Legal and Constitutional Affairs
- Deliver high quality parliamentary monitoring and political intelligence, advising members and staff on political and legislative developments, and pro-actively identifying issues and opportunities of relevance to the Society and the profession
- Design and deliver high quality events for political stakeholders
- Work collaboratively with colleagues from across the organisation in the development of public affairs outputs and activities
- Engage with members as part of public affairs campaigning work, where appropriate
- Undertake any other reasonable duties as requested by the Public Affairs Manager or Campaigns Manager.



The Law Society

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## Knowledge, Skills & Experience

### Essential

- Be educated to at least undergraduate degree level
- Experience of working within a Government, parliamentary, public affairs, campaigns or related environment
- Experience of planning and managing successful public affairs campaigns.
- Avid interest in politics and a thorough knowledge of the political process and the workings of Parliament
- Ability to work, network and communicate at all levels both within the organisation and externally.
- Excellent written skills with the ability to communicate complex issues and develop innovative ways of communicating. Self-motivation and enthusiasm
- Able to work effectively in a fast paced and busy environment

### Desirable

- Experience of another communications discipline, such as media, corporate communications or digital communications
- Experience of mobilising members and/or supporters as part of a campaign
- A knowledge of the legal sector, and the public policy issues that influence it
- Experience of organising high quality events for political and other VIP stakeholders

## Dimensions

- The post holder reports to the Public Affairs Manager who in turn reports to the Head of Public Affairs and Campaigns
- The post holder will also be required to support the Campaigns Manager on a number of campaigns.
- The post holder will work closely with both senior internal and external stakeholders, in particular with the Office Holders and CEO
- The post holder will be required to work flexibly, sometimes outside of normal office hours.



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### Planning & Organising

- The post holder will need to plan and manage their own workload, working with a high degree of autonomy to lead on projects as delegated by the head of the unit.
- As this is a small and highly focused team, the post holder will have regular opportunities to feed into the wider work of the business unit. The post holder will work closely with a number of other departments within the Society, including the executive office, legal policy, communications, international, events and relationship management teams.



## Organogram

